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## **SECTION 3. SPECIAL AGENT CAREER DEVELOPMENT MATTERS**

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ALL INFORMATION CONTAINED

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### **| 3-1 SPECIAL AGENT PROMOTIONS**

(1) Special Agent (SA) promotions are based on merit. Certification that the individual is performing at the next higher grade level and has performed at least at a Meets Expectations level in each critical element on their most recent performance appraisal must accompany each recommendation for promotion. Consideration will be given to advancing an SA to the next higher grade level following two years as a GS-10, one year as a GS-11 and two years as a GS-12 (in investigative work). (One year means 52 weeks; two years means 104 weeks, etc.)

(a) An SA assigned to the San Juan Office will be considered for advancement from grades GS-12 to GS-13 after successful completion of one year at the lower grade (in investigative work).

(2) Acceleration will be considered for promotion to GS-11, GS-12, GS-13, and GS-14, when an SA is approved as a full field supervisor or Supervisory Senior Resident Agent in a resident agency of eight or more SAs, or is assigned to FBIHQ in accordance with the Executive Development and Selection Program (EDSP). Such accelerations are subject to time-in-grade restrictions which require the individual to serve one year in the lower grade with promotion effective the first pay period after the incumbent assumes the supervisory position.

(3) Waiting periods could lengthen by a corresponding amount of time if, during that period of time, the SA received an overall Does Not Meet Expectations Performance Appraisal Report (PAR) on his/her latest PAR.

(4) When Leave Without Pay (LWOP) is granted to an SA for more than ten days (80 hours) (nonwork-related reason) during any year of the waiting period for promotion to the next higher grade of progression, the eligibility date will be delayed by the amount of time that exceeds the ten days. For example, an SA becomes eligible for promotion to GS-11 at the completion of two years of Meets Expectations|performance in GS-10. Should the SA use over ten days of LWOP in either year, the promotion eligibility date would be extended by the total LWOP in each year that exceeds ten days (80 hours) and the promotion to GS-11, if approved, would be effective the first pay period following this adjusted promotion eligibility date.

(5) Agents in full-time supervisory assignments in GS-12 may be considered for promotion to GS-13 upon approval effective the first pay period after assumption of the supervisory position. Any of

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these grade promotions are subject to the time-in-grade restriction which requires the individual to serve one year in the lower grade before being eligible for promotion to the next higher grade. Agents in full-time supervisory assignments in GS-13 and Senior Resident Agents in GS-13 in resident agencies comprised of eight or more Agents, may be considered for GS-14 upon approval effective the first pay period after incumbent assumes the supervisory position and subject, of course, to the previously mentioned time-in-grade restriction. When an Agent is advanced to a supervisory position and has not satisfied the provisions of the EDSP, such as an assignment to fill a scientific need in the Laboratory Division and Investigative Technology Division, Agent will be promoted to the next higher grade upon becoming fully operational in the special assignment he or she fills.

(6) Any time an Agent is promoted or changes position, office of assignment, or work specialty/squad, that Agent is responsible to ensure his/her Skills information is updated in the Skills portion of the Bureau Personnel Management System (BPMS) by the appropriate designated individual. Special attention should be paid to Section C, Special Agent Assignment Area. Each office has at least one copy of the Skills Survey Instruction Booklet and Code Tables.

(7) At the discretion of management, a vacant position may be filled by the temporary or term promotion or the temporary assignment of a qualified and eligible Special Agent. In the case of a temporary assignment, the affected Agent must hold a permanent position at the same or higher grade level as that of the temporary position. Competitive selection is required when the Agent will be promoted and the assignment will extend for a period of 120 days or more. When a position is filled with a temporary or term promotion, unless otherwise specified in the announcement which advertised the vacant position, the Agent will be returned to his/her permanent grade at the conclusion of the term. When a vacant position is filled by the temporary assignment of a qualified Agent at the same or higher grade level, there will be no effect upon that Agent's permanent grade or pay status.

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### **3-1.1 Initiation of Consideration for Promotion of Special Agents**

(1) Promotion action with respect to nonsupervisory Special Agents or supervisory Special Agents who have met time-in-grade restrictions is generally initiated by the Personnel Division at FBIHQ requesting a recommendation submitted by electronic Standard Form 52-B from the appropriate SAC or division head. However, in any case in which the SAC or division head believes that an Agent is performing his/her duties in such a manner as to warrant advancement, a recommendation submitted by electronic Standard Form 52-B with appropriate justification may be submitted at any time by the SAC or division head and this recommendation will be afforded appropriate

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consideration at FBIHQ.

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(3) Rate of pay for supervisors returning to investigative assignments - Special Agent personnel in supervisory positions at FBIHQ, or in the field, who request to be returned to nonsupervisory investigative assignments, at the employee's request and not demoted for personal cause, will be eligible to receive their "highest previous rate." An FBIHQ Supervisory Special Agent in grade GS 15, who voluntarily requests reallocation to a grade GS 14 field supervisory position in order to qualify for further advancement as part of the career development program, will be granted the greater of indefinite pay retention or highest previous rate. (See MAOP, Part I, Section 8-9 for information concerning the highest previous rate.) For example:

(a) If upon a change to a lower grade, the SSA's GS 15 pay rate falls within the rate range for the GS 14 level (i.e., between Steps 1 and 10), the highest previous rate (HPR) rule applies and the salary will be set at the appropriate step within the GS 14 rate range; if the SSA's current salary falls between two steps of the GS 14 rate range, the salary will be set at the higher step.

(b) If upon a change to a lower grade the SSA's GS 15 pay rate exceeds GS 14, Step 10, pay retention applies. Under pay retention, the SSA will be entitled to one-half of any general increase in the General Schedule until the basic salary established for GS 14, Step 10, equals or exceeds the SSA's retained rate of pay, at which time pay retention terminates.

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### **3-1.2 Guidelines in the Submission of Recommendations for the Promotions of Special Agents**

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#### **3-1.2.1 Promotion to Grades GS-11, GS-12, and GS-13**

(1) Agents will be considered for promotion from grade GS-10 to grade GS-11, from grade GS-11 to GS-12, and from GS-12 to GS-13, contingent upon the work record of the individual.

(2) The most current performance appraisal on the Agent being considered for promotion must be at least at the Meets Expectations level in each critical element. (See MAOP, Part 1, 3-1.2.5.)

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(3) The Agent must be completely available for general or special assignment wherever his/her services may be required. (See MAOP, Part 1, 3-1.2.2(4).)

(4) Any probationary action taken against an Agent during the pertinent period will be taken into consideration. However, this action may be offset by otherwise exceptional or outstanding performance. (See MAOP, Part 1, 3-1.2.2(3).)

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### **3-1.2.2 Promotions to Grade GS-13 (See MAOP, Part 1, 3-1.2.5.)**

(1) Agents will be considered for advancement from GS-12 to grade GS-13 contingent upon the work record of the individual. The Agent's most current performance appraisal must be at least at the | Meets Expectations | level in each critical element.

(2) An Agent being considered for grade GS-13 promotion on the basis of supervisory service (as distinguished from investigative service) must be interested in and ambitious to progress in the Bureau's service either in the field or at FBIHQ, must be potential material for advancement, and his/her services must have been entirely satisfactory in all aspects during his/her period of supervisory assignment.

(3) An Agent being considered for GS-13 promotion on the basis of investigative service (as distinguished from supervisory service) must meet the following qualifications:

His/Her services in all aspects must be entirely satisfactory. Any adverse administrative action against the individual during the pertinent period will be taken into consideration, but full consideration will also be given to favorable action recognizing above-average and meritorious performance or may be offset by otherwise exceptional or outstanding performance. (See Part 1, 13-13(8); of this manual, "Disciplinary Matters.") (See 3-1.2.1(4).)

(4) The Agent must be completely available for general or special assignment wherever his/her services may be required. (See Part 1, Section 13, (13-13(8)) of this manual, "Disciplinary Matters.") (See 3-1.2.1 (3).)

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**3-1.2.5 Denial of Promotions of Special Agents to GS-11, GS-12, and GS-13 (See MAOP, Part 1, 3-1.2.1 & 3-1.2.2.)**

(1) No consideration will be given to the promotion of a Special Agent (SA) who has been rated below Meets Expectations in any critical element of the most recent PAR.

(2) The SAC may recommend an SA for promotion 90 days after the denial. An SA previously denied a promotion due to performance below the Meets Expectations level will not be considered for promotion unless a special PAR in which the SA is rated at the Meets Expectations level in each critical element is issued. A minimum of 90 days must elapse between the issuance of PARs.

(3) The SAC's personal recommendation to promote the SA must be set forth in a cover communication forwarding the PAR to the Personnel Officer (Attention: Performance, Recognition and Awards Unit (PRAU), Administrative Services Division). This recommendation must be based on the SA's performance since the denial, must specifically describe the achievements or accomplishments that warrant the SA's promotion, and must explain why the SA's performance has been determined to be commensurate with the next grade level.

(4) The Personnel Officer will make a decision regarding the SA's promotion based on an analysis of the information contained in the SAC's recommendation and the accompanying PAR. The office will be notified in writing of the Personnel Officer's decision regarding the SA's promotion and the reason(s) for this decision. The decision of the Personnel Officer, who has been delegated this authority by the Director, is final.

(5) In the event the Personnel Officer determines a promotion is warranted, the PRAU will coordinate all actions necessary to effect the promotion with the requesting office and the Staffing Unit.

(6) In the event that the Personnel Officer determines that a promotion is not warranted, the SAC may again recommend the SA for promotion once the SA is eligible to receive another PAR in compliance with the 90-day time requirement.

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**3-1.2.6 Term Promotions for Special Agents**

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(1) A term promotion is a promotion of an employee to a higher grade level for a defined period of time to handle a specific assignment, project or duties and responsibilities which can be accomplished within that time frame. Term positions, once approved by the Resource Management and Allocation Board, should be posted Bureauwide by the EDSP. If equally or better qualified candidates apply from within the division, then those candidates will be given preference for the term position. If no such candidates exist, or if the division head/career board makes the judgment that a candidate from outside the division possesses qualifications that significantly exceed those of candidates from within, then selection of a candidate from outside the division, even if it requires a cost transfer, may be justified. Should the position be converted from a term to permanent position, the selectee could be converted to a permanent GS-14 or GS-15 since appropriate competitive posting procedures had been employed when the term position was originally filled.

(2) The experience obtained by employees who have been given a term promotion may be considered when selecting an employee for permanent promotions to that position. Management personnel have the discretion to end a term promotion at any time. When a determination is made by management to end the term, the employee must be returned to his/her permanent position or to a position at or above his/her permanent grade level for which he/she is qualified unless he/she successfully competes for another position. The candidate will receive supervisory credit for the amount of time spent in the term supervisory assignment.

(3) The duration of a term promotion may be set by a division/office head with the concurrence of the Personnel Officer for any period of time not less than 120 days or more than three years' duration. A term promotion may be extended by the Personnel Officer in one-year increments, for a maximum period, to include extension(s), not to exceed five years.

(4) At the conclusion of a term promotion, an employee will be placed in another position at his/her permanent grade and for which he/she is qualified. Consideration may be given to placement of that individual at the conclusion of a term promotion in a vacant position in the division/office in which he/she has been serving on a temporary basis. However, if a suitable position at the appropriate grade level is not vacant in that division/office/duty station, or if the needs of the Bureau dictate, the individual may be afforded a transfer to a different duty station for purposes of placement. The Personnel Officer may temporarily detail an employee at the conclusion of a term assignment to a position in the division in which he/she has been temporarily assigned, if there is a reasonable expectation of a staffing vacancy at the employee's permanent grade in the immediate future. Such detail assignment(s) should not exceed a period of six months and must be considered only an interim measure to permanent placement.

(5) When a GS-15 SSA position is staffed in a non-FBIHQ division/office as a term position, individuals who hold the

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| permanent grade of GS-15 may be considered and selected to staff that  
| vacancy. At the conclusion of the term assignment, action will be  
| necessary to place the GS-15 SSA in another GS-15 position for which  
| he/she is qualified. As the overwhelming majority of GS-15 SSA  
| positions are located at FBIHQ, it is likely that it will be  
| necessary to transfer the individual back to FBIHQ for placement.  
| Nothing would preclude assignment of the individual to a lower grade,  
| i.e., a GS-14 SSA position, or GS-13 SA position, for which he/she is  
| qualified and from which assignment he/she obtains no competitive  
| advantage within the EDSP, if the individual is willing to  
| voluntarily demote to the permanent grade. It will not be  
| permissible for an individual completing a GS-15 term assignment to  
| be placed in a vacant ASAC position inasmuch as ASAC selections are  
| made using the new Special Agent Mid-Level Management Selection  
| System (SAMSS). Selection of ASACs under SAMSS is made only from  
| the competitive list of eligible ASAC candidates. Therefore, an  
| individual completing a GS-15 term assignment may compete, if  
| eligible, for such a vacant ASAC position, but he/she will not be  
| placed into such a position without competition. |

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### **3-1.2.7 Temporary Promotions for Special Agents**

(1) A temporary promotion is a nonpermanent promotion of  
a Special Agent on an immediate basis to a higher grade position for  
any specified period of time not more than one year in duration. |As  
| with term positions, new temporary supervisory positions require  
| Resource Management and Allocation Board approval. Candidates for  
| temporary positions will be limited to qualified Special Agents  
| assigned to the field offices or FBIHQ component in which the vacancy  
| occurs. Such candidates will be identified through posting the  
| position only in the office where the vacancy exists. | With the  
| exception of the Bureauwide posting of the notification of vacancy,  
| competitive selection procedures consistent with EDSP policy must be  
| employed. When filling a temporary field Supervisory Special Agent  
| position, the most qualified candidates will be those who are relief  
| supervisors in the EDSP. However, if extenuating circumstances exist,  
| the Special Agent Mid-Level Management Selection (SAMMS) Board may  
| approve the consideration of a candidate who is not a relief  
| supervisor.

(2) Upon identifying an SSA position which will be  
temporarily vacated, |a division/office head|has the discretion to  
| temporarily fill the position or leave it vacant for the duration. If  
| the division/office head intends to temporarily fill the position,  
| he/she must advise the Administrator, EDSP, in writing, to request  
| authority to post the temporary vacancy within the office, indicating  
| the reason for the vacancy and the expected duration of the temporary  
| assignment. It should be noted that the justification must show that  
| the length of time of the temporary assignment will be at least 180  
| days, but not more than one year. | Upon securing approval, a

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| memorandum, patterned after the position postings in the EDSP, a copy  
| of which must be provided to EDSP, will be posted for a period of ten  
| calendar days. The vacancy announcement must include a statement that  
| a temporary promotion may be ended at any time. Interested Special  
| Agents should provide a memorandum of interest to the division/office  
| head before the deadline of the posting. Thereafter, a  
| division/office career board must review the candidate pool and make a  
| recommendation through the division/office head to the SAMMS Board.  
| The SAMMS Board will make the final decision regarding temporary  
| promotions unless the selected candidate is the subject of a pending  
| disciplinary action or has been disciplined within the past three  
| years. The SAMMS Board will forward to the Director the candidate's  
| name along with two other candidates from which the Director will make  
| the final decision. The selected individual will be advised, in  
| writing, that the promotion is temporary in nature. At the conclusion  
| of a temporary promotion, an employee must be returned to his/her  
| permanent grade level. Individuals selected for temporary promotion  
| will not receive supervisory credit since there is no Bureauwide  
| posting. If a temporary assignment is converted to a permanent  
| position, the selectee must re compete for the position through a  
| Bureauwide posting.

(3) Temporary promotions of Special Agent personnel may be made for any specified period of time not more than one year. (In most instances, a variety of constraints associated with review and approval of temporary promotions for SA personnel will preclude consideration of such action if the initial term does not equal or exceed 180 days.) The Personnel Officer may extend the period of a temporary promotion in 60-day increments. The maximum period of a temporary promotion, to include extension(s), will not exceed one year. At management discretion, a temporary promotion may be ended at any time prior to its anticipated conclusion.

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### **| 3-1.2.8 Temporary Assignments**

| A temporary assignment is the filling of a vacant position  
| for a fixed period of time with a Special Agent whose grade is equal  
| to or greater than that associated with the position. The Agent  
| placed in a temporary assignment must be notified that he/she will not  
| remain in the position on a permanent basis and can expect  
| reassignment at the conclusion of a given period of time. Unless  
| otherwise specified by management at the outset of the assignment, at  
| the conclusion of the term the Special Agent will be returned to  
| his/her former position or will be reassigned to a position at his/her  
| permanent grade level for which he/she is qualified. Competitive  
| advantage, i.e., advancement or reassignment to a position offering  
| greater promotion potential, may not result from placement at the  
| conclusion of a temporary assignment. There is no limitation upon the  
| period for which a temporary assignment may be established.

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### **3-2 SPECIAL AGENT CAREER PATHS (See Legal Attache Manual, 4-1.)**

(1) Career development within the FBI targets both investigative and managerial components of the Special Agent career path. With regard to the investigative path, specialized training courses and on-the-job training assignments are utilized to develop skills and knowledge necessary for successful investigative performance. For those Special Agents who desire to pursue a horizontal path as a career investigator, the FBI provides training opportunities designed to update and enhance their professional investigative skills.

(2) This section on career development matters will deal exclusively with Special Agent promotional opportunities and administrative advancement procedures within the FBI. One of the most critical responsibilities of FBI managers, at all levels, is to provide for the continuation of sound management within the FBI. Each manager in the Bureau must be personally involved in identifying those Special Agents who have expressed an interest in administrative advancement and have demonstrated some level of potential. There will be occasions, however, when requirements of a particular expertise or the lack of fully qualified personnel necessitate exceptions to the regular management career path. The Special Agent Mid-Level Management Selection (SAMMS) Board will have primary responsibility for each exception. Such exceptions will be held to an absolute minimum and each exception will be fully justified and documented by the SAMMS Board.

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#### **3-2.1 Relief Supervisor (See MAOP, Part 1, 3-2.2; Part 2, 1-1.1(4).)**

(1) Management development and selection in the FBI begins with the appointment of relief supervisors. Special Agents who are interested in administrative advancement should be considered for the position of relief supervisor. Application for entrance into the EDSP as a relief supervisor should be by formal memorandum from the candidate to the SAC.

(2) SACs are responsible for the recruitment of talented Special Agent personnel as relief supervisors. If a suitable number of relief supervisors cannot be enlisted, the SAC is authorized to employ temporary relief supervisors. The use of the temporary relief supervisory status should not be used unless an SAC deems it absolutely necessary. Temporary relief supervisors are not part of the EDSP.

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(4) Each SAC is responsible for verification of the Agent's qualifications to assume relief supervisory status. If there is any question of an Agent's qualifications to become a relief supervisor, it should be resolved with FBIHQ prior to designating the Agent as a relief supervisor. The qualifications for recommending a Special Agent for relief supervisor status are:

(a) Candidates must have two years of investigative experience in the FBI and field career board approval.

(b) Candidates must not be on probation as the result of administrative action. If the candidate is currently on probation, he or she will not be eligible for consideration as a relief supervisor until such time as the probationary period has concluded.

(c) Candidate's most recent performance appraisal must be at the Meets Expectations level. (See MAOP, Part 1, |3-12.)

(5) Deleted

(6) Administrator, EDSP, need only be advised by electronic communication (EC) when the relief supervisor requests removal from relief supervisory status. This advisement must state the reasons for withdrawal from the EDSP and describe in detail any equal employment opportunity impact on the Agent's decision.

(7) The field office career board must select each relief supervisor in the division, with the exception of those relief supervisors transferred in from a different division. The SAC must make certain that every relief supervisory position is fully justified and that each relief supervisor is given sufficient administrative assignments to meet managerial development needs. Relief supervisors should be kept advised of current problems and pertinent matters on the supervisory desk.

(8) Newly appointed relief supervisors must receive ten days of initial training. This should include on-the-job training with the regularly appointed supervisor and a thorough indoctrination in the various aspects of the service and support functions of the field division. Facts concerning the training of relief supervisors shall be included in an EC prepared for the field office training file.

(9) It is the responsibility of the SAC to ensure that Agents approved for supervisory or relief supervisory assignments are fully aware of their responsibilities. It should be impressed upon them that when serving in such capacity they are acting for the SAC and the division. Any questions or doubts they may have regarding the proper course of action to take in connection with the performance of their duties should be resolved before action is taken.

(10) An Agent approved for the position of relief supervisor will maintain relief supervisory status when transferred from one office to another provided the Agent is still interested in

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administrative advancement and continues to meet the criteria set forth above regarding the selection of supervisors. This is not true of a full-time supervisor transferred from one office to another. In these cases, specific SAMMS Board approval is necessary for the retention of the supervisory position.

(11) Before being considered for further advancement in the management career path, an Agent should generally serve as a relief supervisor for at least two years during which time the Agent should receive as much administrative experience as possible to assist in evaluation of potential candidates for administrative advancement.

(12) Relief supervisors serving on hardship transfer orders may participate in the EDSP to the extent that they can serve as relief supervisors and participate in the developmental aspects of the EDSP. However, the individuals will not be allowed to vie for openings in the EDSP until such time as their hardship transfers are rescinded and they are available for transfer. See 3-6.13 (4).

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### **| 3-2.2 Principal/Secondary Relief Supervisors (See MAOP, Part |1,|3-2.1.)**

(1) One principal relief supervisor and one secondary relief supervisor are to be designated for each supervisory desk by the field division career board. Criteria to be reviewed in selecting a principal and secondary relief supervisor include experience, length of time and performance as a relief supervisor as well as the knowledge, skills and abilities (KSAs) described in MAOP, Part 1, 3-2.10.2(1). A temporary relief supervisor is not eligible for selection as a principal or secondary relief supervisor. There is no limit to the number of relief supervisors that a field office or squad may have; however, only one principal and one secondary relief supervisor are designated per squad. While it is recognized that the optimum number of relief supervisors will vary among squads, this should not preclude qualified candidates from entering the EDSP.

(2) Principal and secondary relief positions will be rotated every two years among the qualified relief supervisors within the division and will not be restricted to relief supervisors assigned to the squad with the vacancy. It is emphasized that selection for a principal or secondary relief supervisor position will not constitute the basis for a cost or noncost transfer.

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(3) Each principal and secondary relief supervisor vacancy must be advertised within the division by an all Agent memorandum from the SAC and posted for ten calendar days in an area accessible to all Agents. However, it is recognized that in large field divisions an advertisement delineated by branches, divisions, sections or other similar configuration may be appropriate. If such a process is utilized, documentation setting forth the basis for this methodology must be maintained by the field division and reported to FBIHQ. Agents who are interested in applying for the posted positions should submit a memorandum to the SAC setting forth their interest and background. Although candidates for these positions are encouraged to use their KSAs (described in MAOP, Part 1, 3-2.10.2(1)) to explain their investigative and management experience, local field office career boards may also consider overall FBI experience and performance as well as length of time and performance as a relief supervisor before reaching a final decision.

(4) The same individuals are not to serve consecutively in principal or secondary relief supervisor positions unless no other qualified Agents request to be considered for the position. The secondary relief supervisor may serve as principal relief supervisor |for|the following|two-year period|if that individual is the best qualified of all applicants. The principal relief supervisor may not |serve as secondary relief supervisor|for|the following|two-year period|unless no other qualified Agents request to be considered for the position. In the event the former principal relief supervisor is the only candidate for the position, the local career board may recommend that SA's selection. The SAC may delay the rotation of the principal or secondary relief supervisor if warranted by operational or administrative necessity. In such a circumstance, to extend the time served, the SAC must submit written documentation to the EDSP. Time extensions will be approved by the Special Agent Mid-Level Management Selection (SAMMS) Board. It is the responsibility of the SAC to ensure that appropriate ticklers are in place so that the principal and secondary relief supervisors are rotated within their |divisions|every two years.|

(5) The secondary relief will perform the duties of the principal relief at the direction of the squad supervisor or in the absence of supervisor and/or principal relief supervisor.

(6) The principal/secondary relief supervisor rotation policy is not intended to require selection of relief supervisors who lack the investigative or program experience needed to function effectively on the new squad. Thus, if the only candidates for these positions are determined by the supervisor and field office career board to lack the necessary investigative or program experience, the board may recommend that the former principal relief supervisor be |permitted to remain in place for another|two-year period.|

(7) Principal relief supervisors may be granted cash awards (see MAOP, Part 1, 5-15.5). Secondary relief supervisors are not eligible for principal relief supervisor awards, but are eligible for other applicable performance recognition.

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### 3-2.3 Supervisory Special Agent

The next step in progression under the management career path is an assignment to FBIHQ as a Supervisory Special Agent or directly to a field supervisory position.

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### | 3-2.4 FBIHQ Supervisory Special Agent (See Legal Attache Manual, Part 1,|4-1.4, 4-1.5.)

(1) As a Supervisory Special Agent at FBIHQ, the Agent will participate in the formulation of Bureau policy and programs thereby gaining insight into the impact of policy on field operations. This assignment would allow the Agent to acquire a conceptual viewpoint of FBI operations and provide opportunities for administrative development for those Agents in the management career path.

(a) Headquarters supervisors will be required to have (1) a minimum three years' FBI field investigative experience; (2) one year of relief supervisory experience; (3) a current Meets Expectations performance appraisal; and (4) must be a current EDSP participant. Relief supervisory experience is strongly preferred but not required for Agent supervisory vacancies in the Office of the General Counsel and Laboratory Division. (See also MAOP, Part 1, 3-12.)

(b) Agents are required to serve in the Supervisory Special Agent position at FBIHQ a minimum of two years before consideration for further progression on the management career path. An Agent assigned at FBIHQ must have at least 18 months' service at FBIHQ before he/she can apply for GS-14 field supervisory positions. In the event an Agent transfers from one division to another at FBIHQ, all service at FBIHQ will count toward the minimum 18 months. FBIHQ candidates who are selected for field supervisory positions will still be required to serve the full 24 months at FBIHQ prior to reporting to the field office assignment. FBIHQ SSAs must remain in assigned division a minimum of nine months before applying for other FBIHQ |vacancies, regardless of grade of the vacancy.| In the event Agents transfer from one FBIHQ division to another, the minimum length of service in the new assignment should be agreed upon between the Agent and the head of the division. In this case he/she should be advised as to their minimum commitment at the beginning of their new assignment so there is no misunderstanding when the Agent wishes to apply for a field supervisory assignment. (See MAOP, Part 1, 3-6.6.5.)

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(c) Deleted

(d) Agents promoted to supervisory positions will be credited with FBIHQ supervisory time beginning from the date that the Agent reports to the assignment, regardless of time-in-grade requirements for promotion. This does not apply to temporary supervisors who are not credited with supervisory time.

(2) There are currently two paths to becoming an FBIHQ Supervisor. One path entails becoming a field supervisor or SSRA and serving at least two years in a field division in this capacity. Agents with two years' field supervisory experience, and no previous FBIHQ supervisory experience, who are selected for a permanent FBIHQ supervisory position will be designated a term GS-15 for two years. Such individuals are required to compete and be selected for a permanent GS-15 Unit Chief position in order to maintain the GS-15 after the two-year term. Agents who do not successfully compete for a GS-15 Unit Chief position will become a permanent GS-14 at the end of the two-year term.

(3) The second path would be for a relief supervisor to become an FBIHQ Supervisor. Agents who do not have two years' field supervisory experience will be designated permanent GS-14 supervisor.

(4) Accelerated promotion within Bureau guidelines will be available to those Special Agents transferred to FBIHQ under the EDSP.

(5) SAMMS Board action is not required for supervisory reorganization within an office.

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### **3-2.5 Field Supervisor and Supervisory Senior Resident Agent (SSRA) (See also MAOP, Part 1, 3-12.)**

(1) Field supervisors will be required to have: (1) a minimum three years' FBI field investigative experience; (2) one year of relief supervisory experience; (3) a current Meets Expectations performance appraisal; and (4) must be a current EDSP participant. A relief supervisor may progress directly to the position of field supervisor or SSRA without having first served a minimum of two years in a supervisory position at FBIHQ. However, Agents who advanced directly from relief supervisor to field supervisor positions will be required to serve at FBIHQ as their next level of progression under the management career path.

(2) The SAMMS Board views the field supervisor/SSRA position as a critical first-line management position and, as such, the unique experience acquired in occupying this position will greatly enhance one's competitive qualifications for future executive-type, field management positions.

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(3) SAMMS Board action is not required for supervisory reorganization within an office.

(4) Agents promoted to GS-14 supervisory positions will be credited with field supervisory time beginning from the date that the Agent reports to the assignment, regardless of time-in-grade requirements for promotion to GS-14. This does not apply to temporary supervisors who are not credited with supervisory time.

| (5) The Field Office Supervisory Term Limit Policy  
| (FOSTLP)

| Individuals selected for supervisory positions which award  
| field credit after June 3, 2004, receive five-year term assignments,  
| and these assignments will expire on the fifth year anniversary of  
| their promotion date. The following options are available to SSAs at  
| the end of the five-year term.

| (a) If an SSA requests to return to investigative  
| duties, EDSP will coordinate with the SSA's field office to  
| administratively process this request, which will be effective on the  
| term limit expiration date. At that time, the SSA will relinquish  
| his/her managerial position and return to investigative duties within  
| his/her current field division. The one-year penalty associated with  
| vacating an EDSP position will be waived, thereby allowing the  
| employee to remain in EDSP as a relief supervisor and retain  
| eligibility to apply for promotions in the future. This waiver is  
| being granted to encourage continued movement within the career  
| development program.

| (b) If an SSA accepts a voluntary lateral  
| (noncompetitive) transfer to FBIHQ, EDSP will coordinate with the  
| SSA's field office to process the request and ensure transfer orders  
| are issued on or about the term limit expiration date. Consideration  
| for personal preferences and prior work experience will be given when  
| designating assignments at FBIHQ, however final decisions will be  
| based primarily on needs of the Bureau. Final authority regarding  
| placement at FBIHQ will rest with EDSP. Transfers will occur  
| consistent with normal Transfer Program policies and procedures.

| (c) SSAs electing to accept a lateral  
| (noncompetitive) transfer to FBIHQ could be affected by the following  
| administrative matters, which may impact on eligibility to receive a  
| lateral transfer:

| 1. If an SSA has an administrative issue (i.e.,  
| OPR, EEO, Security, DOJ-OIG, or Inspection) which is pending or has  
| been adjudicated within the preceding three years, the Deputy  
| Director must approve the voluntary transfer taking into account the  
| administrative issue, prior to the employee receiving transfer orders  
| to FBIHQ. If the Deputy Director declines to approve the transfer,  
| the SSA will then be required to return to investigative duties  
| within his/her current field division.

| 2. If an SSA is performing under a Warning PAR,

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| the SSA must notify EDSP of this fact at the time the SSA provides  
| notice of career intent (50-60 days prior to term expiration). As  
| part of this notification, the SSA will identify his/her career  
| choice, subject to successful completion of his/her Performance  
| Improvement Plan (PIP). If the PIP extends beyond the term  
| expiration date, the SSA will remain in his/her current position  
| until the PIP period is completed and a final resolution concerning  
| performance has been rendered. Upon the successful resolution of the  
| Warning PAR, standard term limit options will immediately recommence.

| 3. SSAs will be required to take the Leadership  
| Skills Assessment (LSA) prior to receiving a lateral (noncompetitive)  
| position at FBIHQ, but will be allowed to accept the assignment  
| irrespective of test results. However, those SSAs accepting a  
| position at FBIHQ who have not passed the LSA will not receive  
| headquarters credit until a passing result on the LSA is obtained.  
| Upon receiving a passing score on the appropriate LSA exam,  
| headquarters credit will be applied retroactively to the SSA's FBIHQ  
| report date. In addition, although SSAs may accept a lateral  
| assignment to headquarters upon taking the LSA, SSAs must eventually  
| pass the LSA in order to subsequently pursue other supervisory  
| positions. SSAs voluntarily transferred (noncompetitively) to FBIHQ  
| under the term limit policy may not be transferred into lateral  
| positions outside the original FBIHQ section to which he/she was  
| assigned without the concurrence of EDSP.

| 4. SSAs who choose not to take the LSA by the  
| conclusion of their five-year supervisory term limit will not be  
| eligible for transfer to FBIHQ and must return to investigative  
| duties within their assigned field divisions. In addition, whereas  
| by policy stationary SSAs who successfully compete for a supervisory  
| position at FBIHQ are eligible to receive GS-15 pay, SSAs who do not  
| successfully compete for a supervisory position and instead elect to  
| accept a lateral (noncompetitive) transfer to FBIHQ will not be  
| eligible for GS-15 pay, since they were not selected for a career  
| enhancing position via the competitive process.

| (d) If an SSA competes for any non-ASAC EDSP position  
| in which the posting closed at least 90 days prior to his/her term  
| limit expiration date, the SSA will be allowed to remain in his/her  
| current position the posted position has been awarded, up to a  
| maximum time period of 90 days past original term limit date. SSAs  
| must previously designate in their response EC to EDSP (approximately  
| 50-60 days prior to term expiration) whether they are going to return  
| to investigative duties within their current field divisions or  
| accept a lateral (noncompetitive) transfer to FBIHQ, in the event  
| they are not selected for the position(s) for which they applied.

| (e) SSAs may continue to compete for positions posted  
| within 90 days of their term expiration, but subsequent to the term  
| expiration date will not be allowed to remain in his/her current  
| supervisory position awaiting a final decision on those selections.  
| At the time of term limit expiration, SSAs must return to  
| investigative duties within their current field divisions and await  
| a final determination concerning those positions being pursued.  
| SSAs who decline a lateral (noncompetitive) transfer to FBIHQ in

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| favor of awaiting the outcome of a competitive selection and who  
| ultimately are not selected will be required to return to  
| investigative duties within their current field divisions, will  
| retain eligibility as EDSP participants, and may continue to compete  
| for positions at FBIHQ. However, they will be ineligible for a  
| lateral (noncompetitive) assignment at FBIHQ due to having previously  
| declined the opportunity.

| (f) SSAs competing for ASAC positions will be allowed  
| to remain in position through completion of the ASAC List quarter in  
| which his/her SSA term limit expires. If the SSA is ranked in one or  
| more ASAC packages during that final ASAC List quarter, the SSA will  
| be eligible to remain in position for a second ASAC List quarter.

| (g) Field offices will be limited to no more than 30  
| percent turnover (attributable to the FOSTLP and not including  
| unrelated retirements, resignations, etc.) during any one-year  
| period. In those situations where the impact of the FOSTLP would  
| result in a turnover of more than 30 percent of the division's SSA  
| staff, movement of the senior most SSA personnel will be deferred to  
| the subsequent calendar year. EDSP will contact affected divisions  
| and identify approximately one year in advance which SSAs will have  
| his/her term limit extended (done as part of the official notice  
| received by SSAs one year prior to term limit date). In these  
| instances, term limits will be extended only to January of the  
| calendar year following the term limit year, rather than to  
| individual EOD anniversary dates for affected SSAs. In limited  
| situations, EDSP may extend an SSA's term limits slightly beyond  
| January the following year, in order to ensure a reasonable extension  
| period. Those SSAs whose terms are extended to the following year  
| due to field office impact will not count in the division's impact  
| calculation for the new year.

| (h) Field offices that experience difficulty in  
| attracting a pool of qualified candidates for nonstationary SSA  
| positions may request a special designation for the position. In  
| these instances, field offices will be allowed to readvertise such  
| vacancies as "hard to fill" after EDSP review of the candidate pool  
| and concurrence to re-post. During this subsequent re-posting,  
| stationary and nonstationary SSAs from other field offices with at  
| least five years or more experience as a field SSA, will be allowed  
| to compete as Tier I candidates for the "hard to fill" position and  
| receive a second, five-year SSA term. SSAs assigned to the  
| advertising division will not be allowed to apply for "hard to fill"  
| vacancies within their own division. At the end of the second,  
| five-year supervisory term, the SSA must either move to a career  
| advancing position or return to investigative duties within his/her  
| current field division. In addition, former SSAs who elect to return  
| to investigative duties upon the expiration of his/her supervisory  
| term may also compete as a Tier I candidate for designated "hard to  
| fill" positions in other field offices, as the one-year penalty for  
| vacating a supervisory position and voluntarily returning to  
| investigative duties will be waived.

| (i) Employees are generally provided up to 90 days to  
| report to a new assignment in conjunction with a transfer, and a

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| minimum of 12 months of service is required subsequent to the  
| transfer to make the transfer cost effective for the Bureau. In that  
| regard, if an SSA's term limit expiration date is within 15 months of  
| his/her mandatory retirement date, the SSA will be allowed to remain  
| in his/her current SSA position until retirement. Employees within  
| 15 months of retirement eligibility will be subject to normal term  
| limit requirements.

| (j) SSAs facing term limit expiration who wish to  
| seek a hardship waiver to remain in position should submit their  
| waiver request to EDSP via EC no later than 120 days prior to their  
| term expiration. The hardship request will be decided by EDSP using  
| a standard similar to that utilized when determining hardship  
| transfer requests. IT SHOULD BE NOTED THE STANDARD UTILIZED FOR  
| REVIEWING FOSTLP WAIVER REQUESTS WILL BE EXTREMELY STRINGENT. In the  
| event a hardship waiver is granted, the SSA will be allowed to remain  
| in his/her current SSA position and the hardship/waiver request will  
| be reviewed on an annual basis. Should a determination be made that  
| the hardship ceases to exist, the SSA will immediately be subject to  
| all aspects of the FOSTLP.

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### **3-2.6 Assistant Inspectors**

| (1) GS-14 Assistant Inspectors | (FBIHQ SSAs) |

| (a) | SSAs assigned to FBIHQ, to include Legats, who  
| have a minimum tenure of 18 months' FBIHQ supervisory experience but  
| who have not completed one year of field supervisory experience, will  
| be eligible to be designated as Assistant Inspectors and may  
| participate in two inspections during their FBIHQ or Legat  
| assignment, at the discretion of the Inspection Division.

| (b) | Minimum requirements for GS-14 Assistant  
| Inspectors are: (1) current FBIHQ supervisory experience, (2) current  
| Meets Expectations performance appraisal; (3) | section chief |  
| recommendation; and (4) must be a current EDSP participant. With the  
| exception of SSAs assigned to the Inspection Management Unit (IMU)  
| and Organizational Program Evaluation and Analysis Unit (OPEAU),  
| Inspection Division, a minimum tenure of 18 months' FBIHQ supervisory  
| experience is also necessary. Upon the assignment of an SSA to the  
| IMU or OPEAU, such SSA will be eligible for designation as an  
| Assistant Inspector provided the SSA possesses a current Meets  
| Expectations performance appraisal and receives the recommendation of  
| the Assistant Director, Inspection Division.

| (c) | Upon assignment to a field supervisory position,  
| the SSA will be obligated to meet the requirements for designation  
| as an Assistant Inspector-in-Place in order to continue participation  
| in the inspection process and complete requirements for inspection  
| certification.

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(d) |Deleted|

(2) |Term GS-14 Assistant Inspectors|

(a) |Candidates who apply for the term GS-14 TDY Assistant Inspector position must be current FBIHQ SSAs with a minimum tenure of 18 months' FBIHQ supervisory experience. An individual may serve in the term GS-14 Assistant Inspector position for 12 months with the continued concurrence of the Assistant Director, Inspection Division. An individual serving as a term GS-14 Assistant Inspector in the Office of Inspections will have the opportunity to become inspection certified.|

(b) |Minimum requirements for term GS-14 TDY Assistant Inspectors are: (1) current FBIHQ supervisory experience; (2) current Meets Expectations performance appraisal; (3) division head recommendation; (4) a current EDSP participant; and (5) a minimum tenure of 18 months' FBIHQ supervisory experience.|

(c) |Term GS-14 Assistant Inspectors may apply for other EDSP positions after six months, provided all other criteria have been met. If a candidate successfully competes for a position outside the Inspection Division, he/she will be required to serve the full 12 months in the Inspection Division prior to reporting to his/her new position. If after 12 months the individual has not yet been selected for another EDSP position, he/she will return to the FBIHQ division of his/her prior assignment. Assistant Inspectors may serve beyond the initial 12-month assignment with the concurrence of INSD and the division head of their assigned division.|

(d) |Due to the TDY nature of the assignment and its inherent career progression enhancement, newly selected Assistant Inspectors will be evaluated critically after completion of three inspections. Those individuals who would benefit from service as a field SSA prior to conducting further inspections will return to their division of assignment.|

| (3) | Term GS-15 Assistant|Inspectors/Team Leaders|

(a) Deleted

(b) The SAMMS Board views the assignment as an Assistant Inspector as a valuable step within the EDSP. Assignment as a term GS-15 Assistant Inspector is based on the needs of the Inspection Division as well as the demonstrated ability of the Agent Supervisor. Candidates who may apply for the term GS-15 Assistant Inspector position must be SSAs with a minimum of 21 months' field supervisory experience who have been designated an Assistant Inspector-in-Place or FBIHQ supervisors who have been designated and served as term GS-14 Assistant Inspectors for a minimum of six months. All candidates for the term GS-15 Assistant Inspector position must be recommended by their division head and have concurrence of the Office of Inspections.

(c) The Assistant Inspector Team Leader position will

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be advertised and staffed as a term GS-15 assignment generally not to exceed one year. Those candidates who are selected on a term basis are not eligible for permanent transfer to the Inspection Division; however, they may apply for other FBIHQ positions after successful performance for six months, and leave the Inspection Division after 12 months. As a term assignment, the candidate may return to the field office in which he/she was previously assigned after completing a maximum one-year assignment without effecting a permanent household transfer. If the candidate was assigned to FBIHQ, he/she will return to the FBIHQ division in which he/she was previously assigned if/when a vacancy exists. The time assigned as an Assistant Inspector will be credited toward FBIHQ time from a career development standpoint and may be used as part of the two years required to satisfy FBIHQ supervisory requirement for the ASAC position. The GS-15 salary, including locality pay from their office of permanent assignment, is used in computation of the "high three" for retirement purposes. The SAC of the office from which the Assistant Inspector is selected will be authorized by the EDSP to post a temporary GS-14 supervisory position within the affected division to backfill the vacancy. The FBIHQ division from which the Assistant Inspector is selected will be authorized to post for a permanent vacancy to replace the candidate, with the understanding that the candidate may return to the FBIHQ division at the end of one year, providing a vacancy exists. Term GS-15 Assistant Inspectors will be authorized travel to and from their home of record when it is cost effective, such as travel home prior to or after an inspection.

(d) FBIHQ and field supervisors selected for the term GS-15 Assistant Inspector position may begin to apply for other EDSP positions, including ASAC, after six months, provided all other criteria have been met. If the candidate successfully competes for a position outside the Inspection Division, he/she will be required to serve the full 12 months in the Inspection Division prior to reporting to his/her new position.

| (4) | Audit/Teams/Human Intelligence Coordinators (HC) |

| (a) | Inspection audit teams are required to complete specific program audits which are typically in advance of the inspection staff's arrival. Whether or not the audit team deploys in advance of the main inspection team will be at the discretion of the Inspector-in-Charge (IIC) of the office being inspected. The field office HC or the Human Intelligence Management Unit (HIMU)/ Human Intelligence Policy and Planning Unit (HIPPU) SSA, as a member of the audit team, and under the direction of an Office of Inspection (OI) Team Leader, will conduct complete audits of the Criminal Informant Program (CIP) and Asset Program (AP), draft the appropriate inspection-related documentation, and assist the Team Leader as required. Upon completion of the CIP/AP audits and inspection documentation, the field office HC will be released by the IIC to return to his/her division. Each HC will participate in an on-site inspection approximately every two years. When contacted by the INSD for an on-site inspection audit assignment, the HC will be required to perform the duty unless compelling circumstances are articulated in writing by an ASAC or above, and approved by the INSD. Field office HCs, when applying for promotions or lateral positions, may utilize

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their inspection experience to enhance their FD-954's.

| (b) | Inspection credit will only be afforded to  
| field office HCs who: (1) are SSAs and have previously been  
| designated Assistant Inspectors-in-Place and (2) those SSAs assigned  
| to either the HIMU or the HIPPU. | These SSAs will be required to  
| remain at the inspection site for the duration of the inspection and  
| assist as directed once the CIP/AP audits are complete. | HIMU/HIPPU  
| SSAs will be credited with one of the two inspection credits which  
| headquarters SSAs may earn after completing 18 months at FBIHQ.

| (c) | HC inspection staffing will be coordinated  
| by the INSD and will be conducted on a quarterly basis. The  
| HIMU/HIPPU will maintain a current list of field office HCs and  
| HIMU/HIPPU SSAs which will be used for scheduling purposes by the  
| INSD.

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### 3-2.7 Assistant Inspectors-in-Place

| (1) | GS-14 Assistant Inspectors-in-Place |

| (a) | Participation in the Assistant Inspector-in-Place  
| (AIIP) Program is no longer mandatory for all Supervisory Special  
| Agents (SSAs); however, participation is still encouraged.  
| Participation as an AIIP is predicated upon the recommendation of the  
| SAC, a current Meets Expectations performance appraisal report, one  
| year of field supervisory experience, and approval by the Special  
| Agent Mid-level Management Selection (SAMMS) Board. Supervisors  
| determined to have management deficiencies will not be considered by  
| the SAMMS Board for designation as AIIPs for one year from the last  
| day of the inspection in which they were found to have those  
| deficiencies. | This will allow the supervisor sufficient time to  
| adequately resolve the identified deficiencies. The division head  
| must submit documentation showing the supervisor has overcome the  
| identified deficiencies prior to the individual being considered for  
| AIIP designation. Furthermore, AIIPs identified to have management  
| deficiencies by inspection will not be allowed to participate, for  
| credit, in on-site inspections, shooting incident investigations, or  
| Office of Professional Responsibility (OPR) inquiries for one year  
| from the date of the last day of the inspection in which the  
| deficiencies were identified. | In order to become eligible  
| following the one-year period, the division head must provide  
| documentation to INSD showing the AIIP has overcome the identified  
| deficiencies.

| (b) | SSAs assigned to FBIHQ who have one year of field  
| supervisory experience and have met the other minimum requirements  
| will also be eligible to participate in the AIIP program upon arrival  
| at FBIHQ. GS-14 and GS-15 SSAs assigned to FBIHQ or a Legat who have

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| |a minimum tenure of 18 months' FBIHQ supervisory experience, but have  
| not completed one year of field supervisory experience, |will be  
| eligible to participate in two inspections during their FBIHQ or  
| Legat assignment. SSAs will be given |a| credit for each inspection  
| successfully completed. Such SSAs will not be designated as AIIPs.  
| Participation will be incumbent upon the recommendation of the Section  
| Chief, a current Meets Expectations performance appraisal, and the  
| needs of the Inspection Division. Upon assignment to a field  
| supervisory position, the SSA will be obligated to meet the  
| requirements for designation as |an| AIIP in order to continue  
| participation in the inspection process and complete requirements for  
| inspection certification.

| (2) |Inspection Certification|

AIIPs must successfully complete six inspections, with  
not less than three being field office inspections, to be certified by  
the Assistant Director, Inspection Division.

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### **3-2.8 FBIHQ Special Agent Unit Chief (See MAOP, Part 1, 3-12 (4).)**

(1) Minimum requirements for permanent Special Agent GS-15  
FBIHQ vacancies include: (a) three years' FBI investigative  
experience; (b) one year of relief supervisory experience; (c) a  
current Meets Expectations performance appraisal; (d) two years'  
experience as a field supervisor or one year as an FBIHQ supervisor;  
and (e) must be a current EDSP participant. An individual promoted to  
a Unit Chief position (from a field office position) will be required  
| to serve at least nine months prior to |applying for an ASAC vacancy,  
| provided all other qualifications for the ASAC position are met. |

(2) When a GS-15 Unit Chief is assigned to a tour on the  
Inspection Staff and plans to return to his/her position at the end of  
that tour, the Assistant Director may replace him/her with another  
employee in an "acting" capacity by posting the position within  
his/her division as a temporary promotional opportunity. The  
temporary promotion is allowed when the individual serves in an  
"acting" capacity for more than 180 days or at the outset if it is  
known that the term of service will exceed 180 days.

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**| 3-2.10 Assistant Special Agent in Charge (See also MAOP, Part 1,|3-12.)|**

(1) The Special Agent Mid-Level Management Selection System (SMMSS) is being utilized for filling ASAC vacancies. SMMSS is a job-related, validated selection system which allows candidates an opportunity to provide detailed examples of core Knowledge, Skills and Abilities (KSAs).

(2) The minimum requirements for ASAC eligibility are: two (2) years' FBIHQ supervisory experience, two (2) years' field supervisory experience, Inspection Certification, a current Meets Expectations rating on the most recent Performance Appraisal Report (PAR), and must be a current EDSP participant. In order to compete for an ASAC vacancy, candidates must have a completed Career Development Evaluation (CDE), completed attendance at Executive Development Institute I, and have a current Meets Expectations PAR. With the exception of Phase II participants, ASAC candidates must be in supervisory positions in order to be eligible to compete for ASAC vacancies.

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**3-2.10.1 Initial Application**

(1) Candidates may begin the SMMSS process when they are within 180 days of meeting the minimum requirements for ASAC eligibility (FBIHQ or field supervisory time), or have half the number of inspections required for certification. Eligible candidates will be queried at that time by the Administrator, EDSP, through a "Letter of Intent" (LOI). The LOI will query the candidate regarding his/her desire to obtain a Career Development Evaluation (CDE). The LOI will be provided to a candidate only once in a candidate's career. If the candidate declines an evaluation at that time, future consideration must be initiated by the candidate.

(2) Upon receipt of an affirmative response to an LOI, the EDSP will furnish to the candidate, among other items, an evaluation package called an Achievement Inventory (AI), as well as detailed instructions for its completion. The submission of this AI by the candidate will begin the SMMSS process. It is the responsibility of the candidate to comply with all of the SMMSS deadlines and instructions provided in the AI. As a result of the amount of time necessary to administer a candidate's package through the evaluation process, failure to comply with these deadlines and instructions could result in a minimum four-month delay of ASAC eligibility. Actual activation will not take effect until candidates complete all requirements for the ASAC position and their CDE is factored into an official candidate pool, which is prepared in February, May, August, and November.

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### **3-2.10.2 Achievement Inventory**

(1) Significant accomplishments are documented in the Achievement Inventory (AI) which is prepared by the candidate. The candidate is required to describe specific and verifiable accomplishments which demonstrate possession of core Knowledge, Skills and Abilities (KSA) which have been identified as important for success as an ASAC. The KSAs and their definitions are as follows:  
| (See MAOP, Part I, 3-2.2(1) & (3).) |

(a) Leadership: The ability to motivate and inspire others; to develop and mentor others; to gain the respect, confidence and loyalty of others; to articulate a vision; to give guidance and to direct others in accomplishing goals.

(b) Interpersonal Ability: The skill required to deal effectively with others; to establish and maintain rapport with management, colleagues, and subordinates; to treat others with respect and courtesy; and to recognize and show sensitivity to differences in the needs and concerns of others.

(c) Liaison: The ability to establish contacts and to interact effectively with federal, state, and local investigative agencies; government officials; the media; the community (business, academic, local); internal Bureau contacts; and other organizations and agencies.

(d) Organizing and Planning: The skill to establish priorities, timetables, and goals/objectives; to structure a plan of action for self and/or others; and to develop both strategic and tactical plans.

(e) Problem Solving/Judgment: The ability to critically evaluate conditions, events, and alternatives; to identify problems, causes, and relationships; to base decisions or recommendations on data or sound reasoning; and to formulate objective opinions. Included is the ability to make effective decisions without undue hesitancy, to defend decisions when challenged, and to accept responsibility for decisions made.

(f) Flexibility/Adaptability: The ability to respond positively to and to successfully manage change at work; to willingly accept new priorities, procedures, or goals; to adapt to unanticipated problems or conflicts; to respond positively and productively to work challenges.

(g) Initiative: The ability and willingness to begin projects/work or to address issues/problems; to persist and follow through to complete all aspects of work; to respond proactively/creatively to problems/issues/tasks.

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(h) Communication: The skill to express thoughts and ideas clearly, concisely, persuasively, and effectively orally and in writing; to interpret and understand verbal or written communications; and to tailor the communication to the experience, exposure, or expertise of the recipient.

For each of these KSAs, (with the exception of "communication" which will be addressed separately) the candidate will describe two examples of achievements that, in their opinion, best demonstrate the possession of the KSA. The examples may result from the individual's activities in any kind of setting, current or previous job assignments, within or outside the FBI, volunteer work, educational endeavor, hobby, etc. The examples should provide good evidence regarding the individual's capabilities. At least one of the examples for each KSA MUST, however, be related to work performed at the FBI.

(2) For each Achievement Inventory example, the candidate must identify a supervisor who can verify the achievement described by the candidate. The candidate must provide the name, current address, and telephone number of their immediate supervisor at the time of the achievement. If the immediate supervisor has separated from the Bureau, that individual should still be used as the verifier unless no current address can be identified. An alternate verifier should be provided only if the immediate supervisor is deceased or the example is an achievement performed outside the FBI.

(3) Each example must be limited to one page in length and contain:

- (a) The job or position held at the time of achievement;
- (b) What the problem or objective was;
- (c) What was actually done and when (approximate date);
- (d) What the outcome or result was; and
- (e) Any formal recognition received for the achievement (awards, citations, etc.).

(4) Once an Achievement Inventory is completed by the candidate and submitted to the EDSP for verification, the candidate cannot submit modifications to examples/achievements.

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### **| 3-2.10.3 Verification of Achievements**

| The EDSP Staff will forward to the verifier identified by

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| the candidate a copy of the applicable accomplishment and an  
| Achievement Inventory Verification Form. The verifier is to carefully  
| review the accomplishment and indicate on the verification form  
| whether the accomplishment described by the candidate is accurate and  
| if the accomplishment is representative of the quality of performance  
| that can be expected from this candidate on a day-to-day basis.  
| Comments are encouraged and space is provided.

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### **3-2.10.4 Competency Profile**

(1) The Competency Profile (CP) is completed by the candidate's current rating official. The CP has been designed to focus on the candidate's managerial potential, not current job performance. The rating official considers behaviors associated with each of the eight core knowledge, skills, and abilities (KSAs) and evaluates the extent to which the candidate has demonstrated and/or developed these KSAs. For each KSA, the rating official documents the relationship between the candidate's performance and the core managerial KSAs with SPECIFIC OBSERVATIONS of the candidate's behavior. The rating official is to consider any and all relevant candidate behaviors. If the rating official has supervised the candidate for several years, the official should consider the quality and consistency of performance throughout the years. However, if the rating official has supervised the candidate for less than three months, he/she should NOT complete the evaluation. In this instance, the CP will be completed by the candidate's previous rating official. If the rating official has supervised the candidate for more than three months but less than one year, the PREVIOUS rating official | MUST|be contacted by the current rating official to obtain additional input. Thereafter, the CP is reviewed by the candidate's reviewing official and forwarded to the EDSP.

(2) Once the candidate's AI has been completed and all of the subsequent KSA verifications and the CP have been received by the EDSP staff, the candidate's package will be ready for evaluation.

(3) It is noted that, in rare circumstances, candidates who are one inspection away from certification when they began completing their AI, might still not be certified when their AI packages have been completed. When so identified by the Inspection Division, the candidates WILL NOT BE EVALUATED until they are certified. Their AI packages will be stored at FBIHQ until they have met ASAC qualification.

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### **3-2.10.5 Career Counsel Boards**

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(1) Candidates will be evaluated with respect to their core KSAs by a panel called the Career Counsel Board (CCB). The evaluation performed by the CCB is referred to as the Career Development Evaluation (CDE) and is based on input received from the candidate in the Achievement Inventory and verifications, the results of the Competency Profile and an interview conducted with each candidate.

(2) The CCBs are centralized boards composed and managed by the EDSP Administrator. The members are either executive-level managers (Senior Executive Service) with prior ASAC experience, or incumbent ASACs with at least one year of experience at the ASAC level. Final selection of CCB members will be determined by the Assistant Director, Administrative Services Division. Each CCB will consist of three members at least one grade level above the candidate being evaluated. Incumbent ASACs will only participate in evaluations of GS-14 candidates. All CCB members receive formal training in the evaluation process prior to participating on a CCB.

(3) All CCB evaluators will be given the opportunity to review a list of prospective candidates for evaluation. They are instructed that they can opt themselves out of evaluating any specific candidate(s) if they believe that they would be unable to fairly evaluate, or that there might be the PERCEPTION of an unfair evaluation. Matching the CCB evaluators to candidates is the responsibility of the EDSP Administrator.

(4) CCBs will be called for evaluations FOUR TIMES A YEAR, during January, April, July, and October.

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### **| 3-2.10.6 Evaluating the Candidates**

(1) Before a CCB meets as a group, each member will independently review the candidate's achievements and the results of the verifications of those achievements. Each member will then independently rate each achievement using the rating guidelines provided for this evaluation which are contained in their Implementation Guide. The RATING GUIDELINES for each KSA include: a definition of the KSA; behaviors representative of the KSA; and a 7-point rating scale ranging from 1 - 7.

(2) The following is the scale used in the evaluation of candidates:

- 1 = Inexperienced/Ineffective - A lack of skill/ability; "green"; needs extensive training/development to achieve competence.
- 2 = Marginal
- 3 = Minimally Acceptable - Demonstrates some skill/ability; needs to fine tune, hone or expand skill/ability to achieve competence.
- 4 = Competent/Acceptable

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| 5 = Skilled/Effective - Demonstrates considerable skill; is  
| adept; exceeds an acceptable level of competence.  
| 6 = Highly Skilled/Highly Effective  
| 7 = Exemplary - Demonstrates exceptional skill/ability -- so  
| exceptional as to warrant special merit/recognition; a  
| role model.

| (3) Preliminary ratings are assigned by each CCB member  
| for each behavioral element. Pluses and minuses may be used with the  
| numerical rating to accurately describe the level of performance.  
| (Note, however, that there is no "1-" or "7+").

| (4) Thereafter, the CCB will convene and determine what  
| questions need to be asked during the candidate's interview.  
| Interviews are for the purpose of clarifying the AI and are not scored  
| separately. All CCB interviews will be conducted telephonically  
| regardless of the proximity of the CCBs to their candidates.

| (5) Following the completion of the candidate's  
| interview, each CCB member will have an opportunity to modify their  
| individual rating for each of the candidate's achievements using the  
| same rating guidelines and 7-point scale described previously.  
| Following the interview, each CCB member will assign a final rating  
| for EACH KSA. The rating takes into account all information obtained  
| about both examples cited for EACH KSA as well as information obtained  
| during the interview and represents the rater's best assessment of the  
| level at which the candidate is functioning on the 7-point scale.  
| Each KSA rating must fall within the range of ratings assigned for the  
| two examples cited. For example, if the lower rating assigned for one  
| example of the KSA was a 3+ and the higher was a 5-, the final rating  
| must be within the range of a 3+ and 5- (a 3+, 4-, 4, 4+ or 5-). The  
| KSA score is not necessarily an arithmetic average of the two  
| achievement examples. After discussion and deliberation, the CCB  
| members come to a final consensus rating for each KSA.

| (6) A final step for the CCB is to integrate the  
| Achievement Inventory/interview information with the Competency  
| Profile (CP) scores provided by the rating official to arrive at the  
| Board's final overall rating of the candidate for each KSA. The Board  
| members compare their ratings and rationale with those contained in  
| the CP. A final rating is agreed upon by the CCB and  
| recorded. If a consensus cannot be achieved, the final rating  
| assigned to a KSA is that of a majority.

| (7) It is noted at this point that the final KSA rating  
| for Communication is based primarily upon the input of the rating  
| official through the CP. The system recognizes that the CCB does not  
| have as great an exposure to the candidate's oral/written abilities as  
| his/her immediate supervisor. It is feasible that the CCB might be  
| favorably or unfavorably influenced by the candidate's interview and  
| disagree with the CP score. In that event, the CCB may make an  
| adjustment to the candidate's CP communication score by only +/- . As  
| an example, if the candidate's CP score is 5+, the CCB may only make  
| an adjustment to 5 or 6-.

| (8) The CCB will also prepare a Career Development

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| Evaluation (CDE) narrative which is a summary of the consensus  
| evaluation of the candidate by KSA, citing examples of the behaviors  
| and accomplishments on which the rating was based. The CDE narrative  
| will be provided to the candidate and utilized by the EDSP for  
| feedback purposes. It also becomes a part of the overall candidate  
| profile package reviewed by the SAC and SAMMS Board for selection  
| decisions.

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### **3-2.10.7 CDE Scores**

(1) Upon completion of each evaluation by the CCBs, the candidate's final score for each of the eight KSAs will then be processed by the EDSP staff to obtain a candidate's overall CDE score. In order to accomplish this, each of the KSA scores is "weighted." The weights are used to contrast the importance of each KSA. It is referred to as the "Importance Scale" and is a 4-point system. The scale is defined as: 1 = No Importance, 2 = Moderately Important, 3 = Very Important, and 4 = Critical. The following is the Importance Scale for the ASAC position by KSA.

Leadership.....	3.68
Interpersonal.....	3.82
Liaison.....	3.04
Organizing and Planning.....	3.39
Problem Solving & Judgment....	3.66
Flexibility & Adaptability....	3.36
Initiative.....	3.43
Communication.....	3.51

(2) Each KSA will be multiplied by the weighted factors. If a score contains a +/-, it is converted to a numerical value. As an example: if a score is 6+, it is converted to 6.3; if a score is 6-, it is converted to a 5.7. Ultimately, each candidate will receive a final CDE score which will be carried out to two decimal places. Every three months each candidate will receive documented feedback to include: ranking within the ASAC candidate pool, CDE score by KSA, overall CDE score and CDE narrative.

(3) The candidate's ASAC CDE score will be subject to the Privacy Act and, as such, under normal circumstances will be provided ONLY to the candidate. A candidate's decision to advise his/her supervisor, or others, of the results of the evaluation is a personal decision. However, candidates must NOT discuss their CDE score with an SAC during the course of an interview for an ASAC vacancy. (See | 3-2.10.15.) |

(4) A candidate's ASAC CDE score CANNOT be used in any way with respect to a candidate's annual performance appraisal.

(5) The ASAC CDE score ONLY pertains to the ASAC

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selection process. ASAC CDE scores MAY NOT be utilized in ANY Career Board deliberation, to include ASAC selections (see MAOP, Part 1, | 3-2.10.14).|

(6) The CDE score will remain valid until:

- (a) The candidate is promoted to ASAC,
- (b) The candidate requests to be reevaluated, or
- (c) The candidate requests removal from further consideration.

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### **| 3-2.10.8 Feedback**

| All candidates can request additional oral feedback from  
| the EDSP staff. Additionally, if so desired, the candidate can  
| contact a member of their Career Counsel Board to obtain additional  
| oral feedback.

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### **3-2.10.9 CDE Reevaluation**

| A candidate|desiring|a CDE reevaluation|may submit a new  
| Achievement Inventory 12|months after receiving a CDE score. The  
| candidate will be required to submit an entirely new Achievement  
| Inventory for the reevaluation. A candidate must select  
| investigations/efforts to highlight which were not previously  
| submitted. The examples set forth in the new package could also  
| address the same investigations previously utilized, but could not use  
| the same KSA. For example, a candidate who previously presented a KSA  
| on Leadership regarding his/her efforts during the Pan Am 103  
| investigation could again use the Pan Am 103 investigation, but would  
| have to use it for a different KSA, such as Organizing and Planning.  
| In the event that a candidate requests reevaluation, the last score  
| received will be the score of record, regardless of the previous CDE  
| score.

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### **3-2.10.10 Voluntary Removal from ASAC Candidate Pool**

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A candidate may withdraw from future consideration for ASAC, either temporarily or permanently, by notifying the EDSP Administrator, in writing, of his/her request. In that event, the candidate's name will be withdrawn from consideration for a period of not less than six months from the date of his/her submission. ASAC candidates who are already included in pending ASAC vacancies as either volunteers or draftees and have been interviewed by the SAC may not withdraw from consideration until those vacancies have been resolved. If a candidate requests withdrawal from the ASAC candidate pool, his/her request will be held in abeyance until all pending ASAC vacancies for which he/she is a candidate are resolved. If he/she is not selected for one of the pending ASAC vacancies, he/she will then be withdrawn from the ASAC candidate pool. If the candidate is selected to fill one of the pending vacancies, the withdrawal request will not affect his/her selection. Once a candidate is withdrawn from the ASAC list at his/her request, he/she may request reactivation, following the minimum six-month period, by requesting same in writing. However, actual reactivation will not take effect until the candidate's name and CDE score are again factored into an official candidate pool, which is prepared every three months. Inactive candidates may request CDE reevaluation in accordance with policy. Upon reactivation, the candidate's CDE score will be his/her most recent score. (See MAOP, Part 1, |3-2.10.13.)|

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### | 3-2.10.11 |Withdrawal from ASAC Vacancies

| An ASAC candidate may request withdrawal from an ASAC  
| vacancy at any time prior to his/her interview. Once the candidate  
| has been interviewed by the SAC, the candidate may not withdraw from  
| the vacancy. |

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### | |3-2.10.12| Establishing the Competitive Pool |(Formerly 3-2.10.11)|

(1) Deleted

(2) Deleted

(3) Candidates should be aware that the competitive pool will change with each quarterly evaluation. At that time candidates who have been selected will be removed, new candidates and re-evaluation scores will be added, and those who request removal will be removed.

(4) Only those candidates who have a current Meets

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Expectations performance appraisal will be allowed to compete for an ASAC vacancy. Should an ASAC candidate's performance appraisal report fall to a Does Not Meet Expectations level, he/she will remain off the ASAC ranking list until such time as the candidate notifies the EDSP that his/her performance has returned to the Meets Expectations level. When confirmed, EDSP will return the individual to the ASAC ranking list.

(5) Each ASAC candidate who is listed on any and each quarterly potential ASAC ranking list for the full period of time that list is utilized as a part of the ASAC application process must apply and compete during the utilization period for each list for at least one ASAC vacancy. Absent exigent circumstances occurring after the posting has closed, volunteer candidates are expected to be willing to serve if selected. If a volunteer candidate withdraws from consideration or otherwise indicates an unwillingness to serve in the position, the candidate will not be given credit for volunteering. Failure to apply and compete for at least one ASAC vacancy will preclude the individual from being a candidate on the next two successive quarterly potential ASAC ranking lists. A candidate who is removed from the list due to nonparticipation is required to submit a written request to EDSP in order to be reinstated on the ASAC list after a two-cycle absence. Upon receipt of such a request, the individual will be included in the next ASAC list cycle.

(a) FBIHQ SSAs at the GS-15 level who are on the ASAC-eligible list are encouraged to serve two years at FBIHQ and, therefore, are not subject to draft or otherwise penalized by not competing for ASAC positions during that two-year period. This policy insulates the Unit Chief who is ASAC eligible from being drafted, but it does not preclude the individual from applying for ASAC positions during that two-year period. At the end of two years' service in the GS-15 position, the candidate is obligated to apply for one ASAC position each quarter and will be subject to the ASAC draft provisions.

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**| 3-2.10.13| ASAC Application Process (See MAOP, Part 1, 3-6.4.2.) |(Formerly 3-2.10.12)|**

(1) ASAC VACANCY POSTINGS

All ASAC vacancies will continue to be posted on-line through the Job Posting Application.

(2) ASAC APPLICATION PROCESS

(a) Candidates for specific ASAC vacancies are to complete and submit only Page 1 of the FD-638 directly to the SAMMSS Board Chairman, EDSP, Room 4981, FBIHQ. Division head recommendations are no longer required and should not be solicited. All applications

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must be received no later than the close of business on the last day of the posting deadline. FD-638s received after the deadline will not be accepted.

(b) The EDSP staff will compile all qualified applicants for each ASAC vacancy and arrange their candidacy by their respective CDE score. A total of ten candidates for each vacancy will be presented to the SAC for consideration. If there are ten or more voluntary candidates for a position, the top ten candidates, based upon their individual CDE score, will constitute the entire pool of candidates for the vacancy.

(3) DRAFTING

(a) On those occasions where an ASAC vacancy posting does NOT attract at least ten volunteers, the EDSP Administrator will DRAFT into consideration an appropriate number of candidates (from the highest scoring candidate downward) from the ASAC candidate pool, resulting in a candidate pool totaling ten candidates. Nonvolunteers will be identified to the advertising SAC as draftees. It will be the prerogative of the advertising SAC to determine if any of the draftees are considered to be the best qualified for the advertised position.

(b) Candidates who are notified that they are being drafted into consideration for an ASAC vacancy may exercise their option to withdraw from the ASAC candidate pool, as detailed in MAOP, Part 1, 3-2.10.10. Candidates should immediately notify EDSP of their decision and confirm it in writing. This option is forfeited once a candidate has been interviewed by the advertising SAC.

(c) All ASAC candidates who are drafted into a candidate pool for an advertised vacancy will be notified of that fact by the EDSP staff when the ASAC package is sent to the advertising SAC.

(4) ASACs COMPETING FOR OTHER ASAC VACANCIES

(a) EDSP discourages sitting ASACs from applying for ASAC vacancies. Service in hard-to-fill ASAC positions could be considered justification to allow an ASAC with two years in San Juan, or another hard-to-fill office, to apply for other ASAC positions. This flexibility may prove to be a recruiting opportunity and will be reviewed on a case-by-case basis.

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**| 3-2.10.14| Banding |(Formerly 3-2.10.13)|**

(1) "Banding" is a common and professionally accepted practice for identifying ranges of scores (or "bands") as equivalent for decision making purposes. It is a statistical measurement of the

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final CDE scores in each quarterly evaluation list which will result in a "standard error of measurement" (SEM). The EDSP staff will utilize this SEM to indicate to the advertising SACs whether the scores for their top ten candidates are "substantially different." Banding the candidates provides an indication of potential statistically significant differences which might be evident between some of the ten candidates, as measured by the SEM.

(a) As an example, assume that the SEM for CDE scores computes to 8.0, for the quarterly list. For each pool of candidates (volunteer and, if necessary, draftees included), the top ten candidates will be identified. If the CDE scores for all of the top ten candidates range within 8 points of the top candidate, then all ten are simply referred to the selecting SAC, alphabetically. The selecting SAC is free to select any of the ten. Their qualifications, as measured by the SEM, are considered to be "equivalent."

(b) However, if the top ten candidates do not fall within the SEM (in this example, 8 points) of the highest scoring candidate, then "bands" will be identified. That is, all candidates within 8 points (for this example) of the highest scoring candidate will be assigned to Band 1. Band 2 will include the next group, all of whom are within 8 points of the highest scoring applicant in Band 2. If necessary, bands can continue to be identified until ten candidates are included.

(c) Of the ten names furnished to the SAC, only the volunteer candidates will be banded. If any draft candidates are included in the list of ten names, they will not be banded.

(2) Neither ASAC CDE scores nor rankings will be identified to the advertising SAC. Applicants in each band will be arranged in alphabetical order. (See MAOP, Part 1, 3-2.10.7.)

(3) The EDSP staff will advise the top ten candidates for each vacancy (including any draftees) that they are in the package going to the advertising SAC and, if applicable, what Band they are within for that vacancy.

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**| 3-2.10.15| Responsibilities of the Advertising SAC |(Formerly 3-2.10.14)|**

(1) The EDSP will provide the advertising SAC with the names of the ten applicants/draftees, arranged alphabetically within bands. Additionally, for each applicant, the SAC will receive a Single Page Agent Profile, the candidate's Achievement Inventory and the CDE Narrative.

(2) The advertising SAC must confine his/her selection to this group of ten candidates. The SAC is required to start the

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interviews for the vacancy within 21 days of the receipt of the ASAC package from EDSP. The SAC must contact the Administrator of the EDSP prior to the start of the interviews to determine if any of the ten candidates had been selected for another vacancy, thus allowing an opportunity for the EDSP to replace those candidates before the required interviews commence.

(3) The SAC's evaluation process will include a mandatory interview of each candidate. The candidates are cautioned that they must NOT discuss their individual ASAC CDE score with the advertising SAC during the course of their interview. At the conclusion of the SAC's review of available material and interviews, the SAC must articulate and justify his/her selection/ranking. Inasmuch as other ASAC vacancies may run concurrently with identical applicants, the SACs should recommend at least three candidates in rank order. (See 3-2.10.7.)

(4) Should an SAC select a candidate outside of Band 1, the SAC must provide additional justification for his/her selection. Although all ten applicants are considered the most competitive, the SEM recognizes the substantial statistical differences which can occur from one band to another.

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**| 3-2.10.16| SAMMS Board |(Formerly 3-2.10.15)|**

The SAMMS Board will review the SAC's selection for adherence to policy and procedure. In those instances where identical applicants exist in multiple vacancies, the SAMMS Board may make its own recommendation to the Director in addition to the SAC's recommendation. The SAMMS Board must also confine its deliberations to the original ten candidates for each vacancy.

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**| 3-2.10.17| Final ASAC Selection |(Formerly 3-2.10.16)|**

The SAMMS Board will furnish to the Director its observations/recommendations along with the SAC's recommendations, and all documentation relative to each of the ten candidates. The Director will interview the first-ranked ASAC candidate. If the Director does not agree with the recommendations made by the SAC/SAMMS Board, he would then interview all the candidates considered by the SAC/SAMMS Board to be the best qualified for the vacancy. The Director has the final selection authority. The Director may select any of the original ten candidates. If an individual below Band 1 is selected, the Director will set forth justification for that selection.

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**| 3-2.10.18| Refusal of ASAC Selection [(Formerly 3-2.10.17)]**

It is important to note that any volunteer or draftee who is selected for an ASAC position may choose to turn down the position. In such cases, the draftee candidate will not be required to step out of the EDSP, but he/she will be immediately removed from the ASAC candidate pool for two (2) years. In contrast, the ASAC volunteer candidate who chooses to turn down the ASAC selection would be required to step out of the EDSP and return to investigative duties consistent with the needs of the Bureau. Situations involving compelling personal circumstances are addressed in MAOP, Part 1, 3-6.1 (6)(a).

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**| 3-2.10.19| Grievances and Appeals (Formerly 3-2.10.18)**

See MAOP, Part 1, 3-9 and 3-10, wherein detailed guidance is provided relative to the Career Development Grievance Process and SAMMS Board Selection Appeals.

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**| 3-2.11 |Moved to 3-11.4|**

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3                      Cav:                      SecCls:

**| 3-2.12 |Moved to 3-11.5|**

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3                      Cav:                      SecCls:

**| 3-2.13 |Moved to 3-11.6|**

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| **3-2.14** | **Moved to 3-11.7** |

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| **3-2.15** | **Moved to 3-11.8** | **(Formerly 3-2.14)**

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3 Cav: SecCls:

| **3-2.16** | **Moved to 3-11.9** | **(Formerly 3-2.15)**

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3 Cav: SecCls:

**3-2.17 Separate Career Paths for Operational and Service Divisions (Formerly 3-2.16)**

(1) The Laboratory Division will identify minimum time limits for service required of Supervisory Special Agents (SSAs) in order to meet divisional needs for special skills.

(a) SSAs within the Laboratory Division, excluding SSAs assigned as Polygraph Examiners, will be eligible for consideration of reassignment to Assistant Inspector or SSA positions outside the Laboratory Division upon the completion of an assignment of four years' service within the Laboratory Division. The SSAs excluded above bring the requisite skills with them and do not require the 1- to 1 1/2-year training period required of other Agent examiners; therefore, they will be eligible after the two years required of all FBI supervisors.

(b) Laboratory Division SSAs will be eligible for consideration of promotion and reassignment to positions at the GS-15 or higher level upon the completion of two years of service within the Laboratory Division.

(2) Minimum requirements for Office of the General Counsel supervisory vacancies are the same as for other supervisory FBIHQ vacancies. However, requirements of a particular expertise, such as a law degree and admission to a state bar, or lack of fully qualified personnel may necessitate exceptions to the regular management career path.

(3) For additional information on separate career paths for operational and service divisions, see MAOP, Part 1, Section 3-6.2(2).

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\*\*EffDte: 03/15/2001 MCRT#: 1083 Div: D3

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### **3-2.18 Critical Incident Response Group (Formerly 3-2.17)**

The Critical Incident Response Group (CIRG) is a separate entity from FBIHQ and the field and concerns the support of special investigations and crisis management situations.

(1) Supervisors assigned to the Hostage Rescue Team (HRT) are given field supervisory credit in the Executive Development and Selection Program (EDSP). (See also MIOG, Part 1, 244-6.)

(2) All other Supervisors assigned to CIRG are given credit for FBIHQ time in the EDSP.

(3) |Deleted|

\*\*EffDte: 03/15/2001 MCRT#: 1083 Div: D3

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### **3-2.19 San Juan Division (See MAOP, Part 1, 11-3.8.)**

The following incentives apply only to supervisory positions in San Juan and on the Island of Puerto Rico. They do not apply to the SSRA position in St. Thomas:

(1) Special Agent supervisors from other field divisions are encouraged to apply for field supervisory vacancies in the San Juan Division. These candidates will be eligible to compete on an equal basis with FBIHQ candidates for nonstationary San Juan field supervisory vacancies.

(2) FBIHQ supervisors may apply for San Juan supervisory vacancies after completing nine months at FBIHQ. Any individual selected for one of these supervisory positions will be required to complete a minimum of 12 months at FBIHQ prior to assuming the San Juan supervisory position. Such individuals will be determined to have fulfilled their FBIHQ supervisory time for future promotional opportunities.

(3) FBIHQ and field supervisors who successfully compete for San Juan GS-14 supervisory positions and have three years of successful performance as a San Juan field supervisor and a current Meets Expectations performance appraisal report will be allowed to compete for all nonstationary field supervisory positions Bureauwide on an equal basis with FBIHQ candidates.

(4) FBIHQ and field supervisors who successfully compete for any supervisory positions in San Juan Division will be offered an

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opportunity to transfer out of the San Juan Division AFTER THREE YEARS. IF, AFTER THE THREE-YEAR PERIOD, the SSA has not successfully competed and been selected for another supervisory position, he/she may opt to be transferred to an FBIHQ position based on the needs of the Bureau as determined by the SAMMS Board.

(5) Local career boards and the SAMMS Board will give appropriate consideration to all highly qualified San Juan candidates when they apply for other supervisory positions consistent with aforementioned incentives.

(6) Deleted

\*\*EffDte: 04/04/2001 MCRT#: 1088 Div: D3

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**| 3-2.20| Detail/Term Assignments Within the Executive Development and Selection Program |(Formerly 3-2.18)|**

As noted in MAOP, Part I, Section 3-6.1 (3), all vacancies for GS-14 and GS-15 mid-level management positions will be advertised Bureauwide through the Job Posting Application System. This will include all detail assignments at these grade levels, regardless of the length of the assignment. This policy does not preclude division heads from laterally assigning a manager of equal grade from an FBIHQ position to a detail assignment within his/her own division.

(1) Special Agents serving in detail assignments at the GS-14 and GS-15 level will receive credit for management service at FBIHQ, unless stated otherwise in the job posting. This policy is NOT retroactive to individuals who have served in management detail assignments and were not competitively selected for those assignments.

(2) Upon completion of the detail assignment, Special Agents will be returned to the FBIHQ division responsible for the detail assignment, unless the candidate has successfully competed for a management position at another level or in another field or FBIHQ division, or unless specified to the contrary in the job posting. (Also see MAOP, Part I, 3-6.1 (11).)

(3) Division heads are responsible for the performance appraisals of Special Agents on detail assignment, and for ensuring that the candidates are included, where appropriate, in recommendations of candidates for career development activities, i.e., Inspection Staff, Executive Development Institute.

(4) Candidates selected by the Special Agent Mid-Level Management Selection Board for management detail assignments will be evaluated as they would be for any management position at the GS-14 or GS-15 level.

(5) Special Agents serving on detail assignments on a

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reimbursable basis may be promoted to a higher grade by the agency to which they are detailed provided they have competed for that position. However, this promotion will only be for the duration of the assignment, and upon return to a nondetail assignment, the Agent will revert to his/her previous grade level unless otherwise successful in competing for a higher-level position.

(6) Special Agents who are currently serving in term GS-14 or GS-15 positions and are in assignments which receive credit as Headquarters supervisors (such as the International Criminal Investigative Training Assistance Program) may compete for supervisory vacancies provided that he/she is otherwise qualified. Agents who do not successfully compete for promotions under this policy will revert to their permanent grade level at the end of their term and will be placed in an appropriate position.

\*\*EffDte: 05/19/1997 MCRT#: 674 Div: D3

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### **3-2.21 Chief Division Counsel (CDC) and Associate Division Counsel (ADC) (See MAOP, Part 2, 4-7.) (Formerly 3-2.19)**

The Office of the General Counsel (OGC) career board will review the candidates who apply for GS-14 CDC and ADC positions, as well as GS-15 CDC positions. OGC will solicit and then consider the SAC's recommendation and evaluate the candidates against the criteria set forth in the job posting. The General Counsel will review the OGC career board recommendations and support or object by electronic communication. Final selection will be made by the SAMMS Board.

(1) GS-14 CDC and ADC

(a) Minimum qualifications for GS-14 CDC and ADC positions are: three (3) years' FBI investigative experience, current Meets Expectations performance appraisal, law degree and membership in a state bar.

(b) GS-14 CDC and ADC positions are not considered a part of the Executive Development and Selection Program (EDSP). However, they are subject to competitive selection and will be posted on-line in the Job Posting Application.

(c) A GS-14 CDC in one field office can apply for the same position in another field office; however, these transfers ordinarily will be approved only in circumstances where a GS-14 CDC in a smaller field office is applying for the GS-14 CDC position in a substantially larger field office. GS-14 ADCs will be permitted to compete for GS-14 CDC positions in any field office, but will be permitted to transfer laterally to a GS-14 ADC position in another field office only when a fully-qualified candidate is not identified in the advertising field office.

(2) GS-15 CDC

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(a) Minimum qualifications for GS-15 CDC positions are: three (3) years' FBI investigative experience, relief supervisory experience, current Meets Expectations performance appraisal, law degree and membership in a state bar.

(b) GS-15 CDC positions are considered part of the EDSP; therefore, candidates for GS-15 CDC positions must be EDSP participants and incumbents will receive field supervisory credit.

(c) GS-15 CDC positions will count against the division's supervisory TSL; however, they will not be counted against the 50 percent stationary/nonstationary ratio.

(d) If a current CDC or ADC held a supervisory position prior to his/her promotion to CDC/ADC, or was a relief supervisor for one year prior to his/her promotion to CDC/ADC, he/she is eligible to compete for other supervisory positions in the field or at FBIHQ.

\*\*EffDte: 01/28/2003 MCRT#: 1263 Div: D3

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### **|| 3-2.22 Term GS-14 EEO Investigators (See MAOP, Part I, 4-5.2.)**

Term EEO Investigators will be located in regional field offices for a two-year term, with optional one-year extensions. Candidates may only apply for the position in the region where they are currently assigned. The candidate selected will remain in his/her field office and handle any complaints within that region, except for their own field office. In those instances, an investigator from another region will handle the investigation to avoid any perceived conflict of interest. The Term GS-14 EEO Investigator vacancies will be advertised by the EDSP and selected by the SAMMS Board; however, they are not considered part of the EDSP and individuals in these positions will not receive field or Headquarters supervisory credit. At the conclusion of the term, the selectee will revert back to investigative duties within his/her own field office.

\*\*EffDte: 08/03/1998 MCRT#: 813 Div: D3

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### **|| 3-2.23 Term GS-14 Regional Program Managers**

Term Regional Program Managers (RPM) will be located in regional field offices. Although these individuals will be assigned to field offices, they will assume management oversight responsibilities for the FBI's Employee Assistance Program (EAP) in field office territories within their respective region, which will require significant travel throughout the region. The EAP RPM

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| positions will be term GS-14 management positions and will be  
| responsible for implementing EAP policy, training and management in  
| the field offices within the region of assignment. They will report  
| directly to and be under the direct supervision of the Employee  
| Assistance Administrator/Unit Chief of the Employee Assistance Unit,  
| Administrative Services Division. Term GS-14 Regional Program  
| Manager vacancies will be advertised by the EDSP and selected by the  
| SAMMS Board; however, these positions are not considered part of the  
| EDSP and individuals in these positions will not receive field or  
| Headquarters supervisory credit.|

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### **3-3 SPECIAL AGENT CAREER BOARDS (See 3-6.4.2(2).)**

| Field|office/division|Special Agent career boards are  
utilized in each field office having two or more field supervisory  
positions and may be ad hoc or permanent. For those field offices  
having less than two supervisory positions, the career board should  
include the ASAC and field supervisor.

\*\*EffDte: 09/16/1998 MCRT#: 822 Div: D3 Cav: SecCls:

#### **3-3.1 Field Office/Division Career Boards (See MAOP, Part 1, 11-3.9.)**

(1) The purpose of the field office/division career board is to recommend to the SAMMS Board candidates for promotions to the Supervisory Senior Resident Agent and field supervisory positions. In addition, the field office career board selects Special Agents to become relief supervisors, secondary relief supervisors, principal relief supervisors, and Senior Resident Agents (SRAS). For those relief supervisor (including secondary and principal) and SRA selections, the SAC may provide his/her views to the field office career board regarding the candidates' qualifications, but may not override selections made by the board unless the SAC determines that the selected candidate has a pending or recently adjudicated (within three years) disciplinary issue. Local career boards are not permitted to consider disciplinary issues, either in recommending candidates for promotion to the SAMMS Board or in making final selections at the field office level. Consequently, for selections made by the local career board, it is the SAC's responsibility to determine whether there are any disciplinary issues with respect to the candidate selected that justifies overriding his/her career board selection. In contrast, SACs are not permitted to consider disciplinary issues in recommending candidates for promotion to the SAMMS Board. For information regarding field office career boards as they relate to EEO Counselors, see MAOP, Part 1, Section 4-5.1.1 (2). The local career board also recommends Special Agents to the SAC for attendance at relief supervisory training at Quantico. If feasible

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and efficient for field office operations, the SAC may utilize the field office career board to assist him/her in other personnel matters such as: intraoffice transfers, quality increases, new Agent training matters, and selection of Agents to attend specialized in-services. The Special Agent career board should not be utilized to handle support personnel matters.

(2) Field office career boards will be chaired by an Assistant Special Agent in Charge (ASAC). Acting ASACs may chair a field office career board only in one-ASAC offices when the ASAC position is vacant. If there is a permanent ASAC assigned to the field office, an acting ASAC may not chair the career board. Field offices having an Assistant Director in Charge may opt to have the field career board chaired by either an SAC or ASAC. Field offices having Associate SACs may opt to have the career board chaired by either an Associate SAC or ASAC. FBIHQ division career boards will be chaired by either a Deputy Assistant Director or Section Chief if the vacancy being considered is a GS-15. If the vacancy being considered is a GS-14, the FBIHQ division career board may be chaired by a Deputy Assistant Director, Section Chief, or Unit Chief. In order to maintain separation between the local career board deliberations and the division head recommendations, the Deputy Assistant Director may only execute the division head review if that same individual did not chair the local career board. The Board will consist of a minimum of three members, at least one of whom will be of minority (race or sex) status. All members of the board should be of a rank equal to or greater than the position(s) being considered. If no minority member of appropriate rank is available, a minority member of a lower rank should be included in the career board process as an observer rather than as a voting member. |Career board members are reminded to review | MAOP, Part 1, 1-15.4, as it relates to nepotism, favoritism, and the | appearance of impropriety. |

(3) Complete documentation of all field office/division career board deliberations must be maintained, to include audio or stenographic recording of deliberations. Interviews of candidates conducted by the career board must be recorded. Appropriate security and classification is to be afforded the maintenance of the recording. Deliberations should be neutral with regard to the protected characteristics of age, color, religion, disability, national origin, race, sex, sexual orientation, marital status or political affiliation. Any discussion of these factors must be documented in the communication described below. In addition, no undocumented informal recommendations to members of the SAMMS Board are permitted. Documentation regarding the deliberative process must include the following information: (1) Names of all candidates applying for the position; (2) Names of all career board committee members and identification of minority member; (3) Date of deliberation, affirmation regarding the recording of deliberations; (4) Description of selection procedure including criteria utilized to make the selection and the basis for the rank order of candidates. This document must reflect the basis for the selection of the top candidates and the nonselection of others, to include evaluations of all those individuals who applied or were considered. A general grouping of candidates can be provided if they possess common deficiencies such as insufficient experience. All references to an

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individual that cannot be verified by a review of the FD-638 must be fully documented; (5) Identification of candidates recommended, including a summary of candidates' careers. Career boards should recommend at least three candidates, if possible, in rank order; (6) This communication must state the SAC/division head recommendation and, if different from that of the career board, provide explanation; (7) Names of all candidates appearing before field/division career boards must be indexed in order that retrieval can be made at a later date; and (8) A matrix containing relevant data on each candidate must be included with documentation. (See 3-6.4.2 (2).)

(4) All Special Agent career boards, including the SAMMS Board, the Senior Executive Service and all field office and Headquarters division career boards' documentation and recording of career board deliberations should be retained for a period of ten years following a final determination by the Board. Any documentation and recording of career board action which is the subject of litigation will be retained for the purposes of litigation, regardless of the passage of time.

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### **| 3-3.1.1 Career Board Selections for In-Service Training**

| (1) All field offices that have 13 or more supervisors  
| assigned to the field office will use a field office career board to  
| make all selections for in-service training when both of the following  
| conditions are met:

| (a) The field office has received enough advance  
| notice of the in-service training opportunity so that the training  
| vacancy can be posted, and each Agent has the opportunity to apply and  
| be considered for the training vacancy at the next regularly scheduled  
| field office career board meeting; and

| (b) More than one Agent who meets the minimum  
| qualifications for the training vacancy has applied for the training  
| vacancy.

| (2) Field office career boards are not required for  
| conferences, meetings or non-FBI sponsored training courses.

| (3) It is not necessary to convene a field office career  
| board when there is only one candidate who meets the minimum  
| qualifications for a particular training vacancy.

| (4) When a field office has not received enough advance  
| notice to comply with the above requirements for using the field  
| office career board to make the training vacancy selection, or where a  
| substitution is necessary due to the unavailability of the initial  
| selectee, the field office should utilize an alternative career board  
| as described for smaller field offices. In such situations, the field

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| office should document the reasons for the use of the alternative  
| career board.

| (5) All other field offices that do not meet the  
| requirements of (1) above should consider using some form of a career  
| board to oversee the selection of attendees at in-service training.  
| This alternative career board can consist of as few as two supervisors  
| or an ASAC and one supervisor, if necessary. The use of field office  
| career boards or an alternative form in the smaller offices will help  
| ensure that all in-service training selections are based on objective  
| criteria that are documented and reviewed before being sent to the SAC  
| for final approval.|

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| **3-3.2 |Deleted|**

\*\*EffDte: 07/07/1995 MCRT#: 400 Div: D3 Cav: SecCls:

| **3-3.2.1 |Moved to 3-3.3|**

\*\*EffDte: 07/07/1995 MCRT#: 400 Div: D3 Cav: SecCls:

| **3-3.2.2 |Moved to 3-3.4|**

\*\*EffDte: 07/07/1995 MCRT#: 400 Div: D3 Cav: SecCls:

| **3-3.3 |Moved to 3-11.3| (Formerly 3-3.2.1.)**

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3 Cav: SecCls:

**3-3.4 SAMMS Board (Formerly 3-3.2.2.)**

(1) The SAMMS Board is comprised of: Assistant Director,  
Office of Congressional Affairs; Deputy Assistant Directors, Criminal  
Investigative, Counterintelligence, Counterterrorism, Cyber, and  
| Inspection Divisions|as well as a Deputy Assistant Director from the  
| Directorate of Intelligence.| Three SACs|(including SACs from the  
| Office of International Operations and Critical Incident Response  
| Group),|with three alternates, will also serve as voting members of  
the SAMMS Board, rotating throughout the field every six months on a

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staggered schedule to ensure the continuity of field representation. The permanent Chairperson, who will vote only in the event of a tie, is the Assistant Director, Administrative Services Division. One Deputy Assistant Director from one of the following divisions will serve as a voting member of the SAMMS Board on a six-month rotating basis to ensure representation of nonoperational divisions: Criminal Justice Information Services Division, Security Division, Records Management Division, Laboratory Division, Operational Technology Division, Administrative Services Division, Training and Development Division, Finance Division, Deputy General Counsel of the Office of the General Counsel, as well as the Assistant Director of the Office of Public Affairs and Assistant Director of the Office of the Chief Information Officer. While the remaining FBIHQ divisions will not have a voting member of the SAMMS Board, they will be permitted to send one nonvoting representative to each meeting. Nonvoting members will also include a minority representative (when there is no minority representative among the voting membership) and an observer. The FBIHQ EDSP Staff is responsible for coordinating SAMMS Board activities and attending meetings. The Director personally approves each member of the career board.

(2) The permanent Chairperson of the SAMMS Board is the Assistant Director, Administrative Services Division. The Chairperson will cast a tie-breaking vote only.

(3) The Alternate Chairperson will be selected from either an operational or service division and from among those Assistant Directors who have served as SAC. The Alternate Chairperson will attend meetings in lieu of the Chairperson. The Alternate Chairperson, when serving as Chairperson, will cast a tie-breaking vote only.

(4) A nonvoting EDSP Manager will be an ex officio member of the board. Responsibilities of this position will focus on the compilation of background material, manpower forecasting, and policy formulation relative to career development. This position will also serve as point of contact with respect to questions and concerns regarding career movement within the FBI.

(5) By personal delegation from the Director, the SAMMS Board is authorized to make the final decision on all GS-14 supervisory positions and GS-15 Unit Chief positions. ASACs, GS-15 Legats and GS-14 Assistant Legats, Inspectors-in-Place, Ombudsman, and the GS-14 Supervisor of the Director's and Attorney General's Special Detail Group are selected by the Director based on recommendation of the SAMMS Board. The Director will interview each first-ranked ASAC, Legat and ALAT candidate recommended by the SAMMS Board to fill an advertised vacancy. In the event the Director does not agree with the recommendation made by the SAMMS Board, he would then interview all of the candidates considered by the Board to be the best qualified for the vacancy. (See 3-6.4.2(2).)

(6) Upon notification of the identities of the candidates for SAMMS Board job advertisements, and prior to any deliberation or discussion, a SAMMS Board member must recuse himself or herself from the deliberation/decision process if he or she has knowledge that one

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or both of the following conditions apply: (1) the SAMMS Board member was or is currently a subject of an OPR investigation in which a job candidate, or his or her spouse, was or is the complainant, investigator and/or adjudicator; or (2) the SAMMS Board member was or is currently the Responding Management Official (RMO) in an EEO complaint in which a job candidate was the investigator, the complainant, or the spouse of the complainant.

(7) Only after the SAMMS Board selects/ranks a candidate will the SAMMS Board be informed of any relevant disciplinary or EEO matter concerning the candidate in the past three years. The SAMMS Board will then be provided with an overview of the relevant disciplinary matter.

If the selected/ranked candidate is the subject of a pending disciplinary action or EEO matter or has been disciplined within the past three years, the SAMMS Board will forward to the Director, his/her name, a summary of the OPR, security, inspection or EEO allegations and/or disciplinary action and their recommendation as to whether the particular pending matter or discipline will impact on the candidate's ability to perform the duties of the position. Additionally, the SAMMS Board will forward to the Director the names of two additional candidates, also accompanied by any information concerning the relevant disciplinary or EEO matters concerning those candidates. The Director will make the final decision. Additionally, if the selected candidate has been named a Responding Management Official in an EEO-related allegation of discrimination that has yet to be adjudicated or if there has been a determination that the candidate was culpable for an act of discrimination within the past three years, the SAMMS Board will forward his/her name with two additional candidates from which the Director will make the final decision. A summary of the allegations against the candidate, including the facts known at the time of selection and any information regarding the terms of any settlement agreement and/or reasons for settlement, will also be provided to the Director.

(8) Once a candidate is selected for a position, he/she will automatically be removed from consideration for other vacancies for which he/she has applied, with the exception of those vacancies for which he/she is already an applicant and selection would result in a grade increase.

\*\*EffDte: 07/12/2005 MCRT#: 1395 Div: D3

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### **3-4 TRAINING SCHOOLS**

Various supervisory/management training courses are available to those Special Agents in the Executive Development and Selection Program. Courses include the Relief Supervisory Seminar, FBI Supervisors Management Seminar, and Executive Development Institute (EDI). A description and career development prerequisite(s) of each training course is set forth below:

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### | 3-4.1 |Relief Supervisors Training Program

| The Relief Supervisors Training Program is a three-day  
| program designed to provide management training on EEO issues,  
| cultural diversity, team building, leadership and improving  
| interpersonal skills. Relief supervisors who attend this program  
| should be interested in becoming a part of the FBI's EDSP. The relief  
| supervisor attending this school will be selected by the local career  
| board based on overall assessment of individual's commitment to, and  
| the potential for, management training. This course can be conducted  
| regionally or at Quantico. |

\*\*EffDte: 06/14/1993 MCRT#: 35 Div: D3

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### 3-4.2 Relief Supervisor Computer-Based Training Program

The computer-based training program was developed for relief supervisors to improve their management skills. After a short introduction to various management principles, the computer places the participant in the position of a field supervisor with approximately one hour to complete an "in-basket" of various types of FBI communications (electronic communication, etc.). The program then assists the participant in reviewing decisions reached by displaying the positives and negatives of each course of action. The relief supervisor will learn the importance of the management principles applied to the FBI such as control, delegation, leadership, and decisiveness and time management techniques.

| Computer-based training exercises on mail handling, the in-basket and  
| problem analysis are obtained through the Computer-Based Training Unit  
| at the FBI Academy. |

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**| 3-4.5 | Deleted|**

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**| 3-4.6 | Deleted|**

\*\*EffDte: 02/24/1995 MCRT#: 372 Div: D3 Cav: SecCls:

**| 3-4.7 | Deleted|**

\*\*EffDte: 02/24/1995 MCRT#: 372 Div: D3 Cav: SecCls:

**| 3-4.8 | Deleted|**

\*\*EffDte: 10/12/1994 MCRT#: 318 Div: D3 Cav: SecCls:

**| 3-4.9 | Deleted|**

\*\*EffDte: 10/12/1994 MCRT#: 318 Div: D3 Cav: SecCls:

**| 3-4.10 | Deleted|**

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**| |3-4.11| Deleted**

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**3-4.12 FBI Supervisors Management Seminars**

A one-week, intensive program at the FBI Academy has been crafted for FBI field supervisors. With the use of active learning techniques, participants, nominated for attendance by their SAC, concentrate on the practical managerial skills needed to plan, direct,

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and control the work of FBI employees. The topical areas covered include field office inspection preparation, advanced leadership, employee assistance matters, EEO matters, performance appraisal matters, and Automated Case Support (ACS) matters. Opportunities are presented at each seminar to meet and confer with senior Bureau executives. This seminar is to be afforded all field supervisors, upon appointment, to introduce them to fundamental managerial skills.

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### **3-4.13 Executive Development Institute (EDI)**

EDI I is a two-week course to develop managerial skills for experienced GS-14 and GS-15 FBIHQ and field Supervisory Special Agents, GS-13, GS-14 and GS-15 FBIHQ and field support supervisors and field Supervisory Administrative Specialists. EDI II is for ASAC candidates and newly assigned ASACs. The course focuses on personal and operational development and organizational issues specific to the ASAC positions.

(1) EDI I (Individual Development) - SSAs and support supervisors, who supervise an FBI workforce for a minimum of 18 months, will be eligible to attend EDI. Selection for attendance is made by the SAMMS Board. Attendance at EDI I is required for all ASAC candidates. Candidates should be recommended and ranked (if there is more than one candidate from the division) by their division head, and slots will be filled as they become available. The number of Agent/support supervisors selected by the SAMMS Board will be based on the ratio of Agent/support candidates. Prioritization for selection is as follows:

(a) Agent attendees: (1) GS-14 and GS-15 SSAs with a minimum of 18 months as a supervisor who are assigned either to the field or FBIHQ and have completed their inspections; (2) GS-14 and GS-15 SSAs with a minimum of 18 months as a supervisor who have the most number of completed inspections.

(b) Support attendees: GS-13, GS-14 and GS-15 (or equivalent) supervisors and Supervisory Administrative Specialists with 18 months of FBI supervisory experience. Preference will be given to those supervisors who have completed the Support Supervisors Management Seminar and either the Support Supervisors Advanced Management Seminar or the identified Ninth House Network E-Learning courses. This does not preclude new hires at the GS-13, GS-14 and GS-15 (or equivalent) levels or those entering into the Supervisory Administrative Specialist position with significant leadership and managerial skills from attendance at EDI I. In extraordinary and compelling circumstances where there is evidence that a candidate has qualified for attendance at EDI, but lacks the prerequisite 18 months supervising FBI personnel, the SAMMS Board has the discretion to review these circumstances and grant attendance, if warranted.

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(2) EDI II (Operational Development) - Candidates are selected by the SAMMS Board from a pool of candidates who have recently been assigned as ASAC or who are otherwise ASAC candidates. Candidates who are not yet assigned as ASAC are prioritized in the following order:

(a) experienced as GS-14 and GS-15 SSAs who have been assigned to the field and FBIHQ and are Inspection certified and

(b) experienced field or FBIHQ GS-14 and GS-15 SSAs who have the most number of completed inspections.

\*\*EffDte: 09/10/2003 MCRT#: 1298 Div: D3 Cav: SecCls:

**| 3-5 |MOVED TO 3-4.12|**

\*\*EffDte: 06/14/1993 MCRT#: 35 Div: D3 Cav: SecCls:

**| 3-6 GENERAL POLICY STATEMENTS PERTAINING TO THE OPERATION OF|EDSP|**

\*\*EffDte: 12/12/1991 MCRT#: 0 Div: D3 Cav: SecCls:

**3-6.1 General Principles (See MAOP, Part 1, 11-7.)**

(1) Entry into the EDSP is voluntary and withdrawal from the EDSP is also voluntary, except for supervisors who are demoted and removed from supervisory duties as a result of administrative action. (See 3-7.1 (8).)

(2) An Agent may remove himself/herself at any stage of career development. Agents who voluntarily remove themselves from the EDSP are permitted to request reentry into the program, if they desire to do so, after a period of one year. The divisional career board must then evaluate the candidate and make a recommendation to the division head or SAC regarding reinstatement as a relief supervisor. Reentry into the EDSP as a relief supervisor is based on the selection/recommendation of the field office career board. Agents who have removed themselves from the EDSP must reenter the program before they are eligible to compete for EDSP vacancies. (See 3-7.1.)

(3) All vacancies for GS-14 and GS-15 Special Agent mid-level management positions will be advertised Bureauwide through the Job Posting Application System. (See 3-2.20.)

(4) The EDSP definition of "current performance appraisal

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report" as it relates to qualifications for job vacancies is: the most recent performance appraisal entered into BPMS by the closing date of the advertisement of a given vacancy. If the candidate has recently been given a performance appraisal, it is the candidate's responsibility to follow up with his/her division/office to ensure the appraisal has been entered and approved in the BPMS before the job posting deadline date.

(5) The SAMMS Board reviews the qualifications of volunteers as well as other qualified candidates and makes its selection based on the needs of the Bureau in conjunction with the qualifications of the candidates. The candidate selected may be required to transfer. Except as indicated in the following paragraphs, Agents not accepting the selection and/or transfer within ten days of issuance of orders will be required to withdraw from the EDSP. (See 3-7.1.)

(6) Declining a Selection

(a) Should a volunteer ASAC candidate decline an ASAC selection/transfer due to compelling personal circumstances arising subsequent to that selection, he/she may request to remain in the EDSP by fully documenting the circumstances in an electronic communication (EC) and sending it without delay to the Administrator, EDSP. The employee's division head should submit an EC with a recommendation as to whether the selectee should be permitted to remain in the EDSP. Should a drafted ASAC candidate decline an ASAC selection/transfer, he/she should document any compelling personal circumstances which form the basis for his/her decision to decline the selection/transfer. These circumstances may arise before, during, or after the selection. The employee's division head should submit an EC with a recommendation as to whether the selectee should be permitted to remain in the ASAC candidate pool. Each refusal to accept a selection/transfer will be addressed on a case-by-case basis by the SAMMS Board. The SAMMS Board will determine, based upon the record before it, whether such refusal is based upon compelling personal reasons, and it is, therefore, in the interest of the Bureau to permit the employee to remain in the ASAC candidate pool and/or in the EDSP. (See MAOP, Part 1, | 3-2.10.18.)

(b) Should a mid-level candidate for any vacancy other than an ASAC vacancy volunteer for selection but then decline the selection and/or transfer due to personal reasons arising subsequent to that selection, he/she may request to remain in the EDSP by fully documenting the circumstances in an EC and sending it without delay to the Administrator, EDSP. The same procedure is to be followed by a candidate for mid-level vacancies other than ASAC who did not volunteer but was selected by the SAMMS Board, but the personal reasons forming the basis for his/her decision to decline the selection and/or transfer can arise before, during, or after the selection. The employee's division head should submit an EC with a recommendation as to whether the selectee should be permitted to remain in the EDSP. Each refusal to accept a selection/transfer will be addressed on a case-by-case basis by the SAMMS Board. The SAMMS Board will determine, based upon the record before it, whether such refusal is based upon compelling personal reasons, and whether it is,

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therefore, in the interest of the Bureau to permit the employee to remain in the EDSP.

(7) A decision by the SAMMS Board to allow an employee to remain in the EDSP due to compelling personal reasons as discussed in the previous paragraphs should not be construed as protecting the employee from being considered as a candidate for future selections by the SAMMS Board.

(8) A preference-eligible employee who will experience a reduction in grade as a result of his/her involuntary removal from the EDSP may be entitled to certain rights such as advanced written notice and an opportunity to respond. These are the same rights as are provided to preference-eligible employees who face certain proposed disciplinary-based adverse actions. See MAOP, Part 1, 13-10.

(9) Personnel Resource List promotions are permissible for EDSP participants if organizational needs are served.

(10) Agents in the EDSP should not have direct supervisory or rating responsibility for their spouse. For senior executives with husbands or wives in the EDSP, some form of recusal may be appropriate.

(11) Individuals who are participating in assignments outside of normal FBIHQ divisions, i.e., the War College, State Department School, Assistant Inspector, Legal Attache, are encouraged to apply for positions for which they are qualified and in which they have an interest prior to completion of their detail assignment. If the individual is unable to secure a position of interest, they will be returned to the division from which they came, either as an overage or to fill a vacant position. (See MAOP, Part 1, 3-2.20 (2).)

(12) Agents are required to serve a one-year probationary period for initial assignment to the following positions: (a) GS-14 field supervisors, including GS-15 Legal Attaches; (b) non-ASAC GS-15s, unless the selectee has previously completed a probationary period as a GS-14 field supervisor, and (c) first-time ASACs. FBIHQ GS-14 supervisors, including Assistant Legal Attaches, are not subject to a probationary period.

\*\*EffDte: 01/28/2003 MCRT#: 1263 Div: D3

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### **3-6.2 Voluntary Policy**

(1) Current EDSP policy requires that all entry-level FBIHQ supervisory positions be advertised Bureauwide. This procedure will ensure a Special Agent lawyer, firearms instructor, or any other Agent possessing a needed specialty and not seeking advancement through the structured EDSP, may advance within a specialized field. Persons selected for FBIHQ assignment will receive accelerated promotions, if applicable.

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(2) When a person promoted to FBIHQ is not in the structured career path leading to future field management assignment and has not yet served as a relief supervisor or has had limited (usually less than five years) field experience, the SAMMS Board at the time of selection reserves the right to have a caveat placed on the Agent's transfer orders. This caveat places the Agent on notice as to what status the Agent is eligible to return to field operations in the future. (See 3-2.17 (3).)

(3) Regardless of prior field experience, all persons appointed to FBIHQ positions will have the opportunity to rise to higher levels of responsibility within the division or area of expertise according to their capabilities, work performance and division recommendations. However, in the event an FBIHQ supervisor, not having field supervisory experience, is promoted to Unit Chief, Section Chief, or above, and then seeks to return to the structured field management career path, the SAMMS Board, on a case-by-case basis, reserves the right to require the Agent return to field operations as a field supervisor or other appropriate level.

(4) While the advertising policy allows interested candidates to volunteer for a particular position, all qualified candidates are considered with final selections being made on the basis of the best person for the position. The individual selected will be required to transfer or remove himself/herself from the EDSP. (See 3-7.1.)

(5) The EDSP policy must call for a balanced interchange of personnel between field office assignments and FBIHQ assignments and more specifically to a balanced exchange of field office supervisors to FBIHQ supervisory assignments. In the event SAMMS Board notices an imbalance occurring where very few field supervisors are volunteering for posted FBIHQ positions, the following measure would be enacted:

(6) The SAMMS Board reserves the right to include the name(s) of supervisors who have served a minimum of two years in the nonstationary field supervisory position or a minimum of five years in the stationary field supervisory position, along with the name(s) of individual(s) who apply for advertised FBIHQ vacancies to make an appropriate selection.

\*\*EffDte: 08/04/1999 MCRT#: 924 Div: D3

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### **3-6.3 Supervisory Advertising Policy**

(1) It is the responsibility of the division in which a Special Agent mid-level supervisory vacancy (GS-14/GS-15) occurs to advertise the position through the FBI computer network, "Job Posting Application (JPA)" process. (This policy does not preclude division heads/SACs from reassigning managers in their respective divisions to

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other management positions at the same grade level.)

(2) The job posting announcement will be entered into the JPA and electronically transmitted to the Administrator, EDSP, where it will be reviewed, approved and transmitted Bureauwide. The deadline for applications for the position will be close of business two weeks from the date of approval and will be noted in the job posting announcement. No FD-638s will be accepted after the deadline.

(3) The job posting announcement is limited to the space available in the JPA system and will include the following information:

(a) Field supervisory positions will be designated as stationary or nonstationary

(b) Description of the duties of the position and work-related conditions

(c) The nature of the work and the number of persons supervised

(d) Qualifications for the position in order of priority

(e) Location of the position

(f) Name and phone number of points of contact

(g) Instructions for submitting FD-638s

(4) It is the responsibility of the divisions to ensure that all Special Agents who are interested in management assignments become familiar with the JPA system. Copies of each job posting are to be posted in a prominent location specifically dedicated to this purpose. However, it is ultimately the responsibility of the Agent to be aware of postings in the JPA.

\*\*EffDte: 10/12/1994 MCRT#: 318 Div: D3

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### **3-6.4 Reporting Procedures for Advertised Vacancies**

(1) A standard, mandatory Form FD-638 has been developed for candidates to announce their interest in a particular supervisory vacancy either at FBIHQ or in a field office. Only Form FD-638 is to be utilized by an Agent requesting consideration for a supervisory vacancy.

(2) It is imperative that the FD-638 be utilized in every instance when requesting consideration for a supervisory vacancy. FD-638 includes self-explanatory instructions of how form is to be completed. Instructions should be strictly followed to ensure proper

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filing at FBIHQ and information set forth should not exceed the allotted space.

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### **3-6.4.1 Legat Use of FD-638**

Agent personnel assigned to Legal Attaches who respond to an advertised vacancy should submit background data by facsimile or teletype. Information set forth on teletype should follow format of FD-638. Legat should ensure his/her recommendation is included in any teletype and facsimile being forwarded for consideration.

\*\*EffDte: 06/14/1993 MCRT#: 35      Div: D3      Cav:      SecCls:

### **3-6.4.2 Application and Selection Process**

#### **(1) Application Process**

(a) Special Agents interested in applying for specific positions advertised in the JPA will prepare two Supervisory Vacancy Request Forms (FD-638), complete with the exception of Item 11 - Division Head Comments. Effective March 31, 2001, the narrative portion of the FD-638 must be no smaller than font size 10. No classified information should be included in any FD-638. One copy is to be forwarded directly to the Administrator, EDSP, FBIHQ, Room 10143. The other copy is to be provided to the candidate's SAC or division head so that the appropriate recommendation may be added. Effective March 31, 2001, the SAC/division head is to either "not recommend," "recommend," or "highly recommend" the candidate and comment on the candidate's mandatory and preferred qualifications for the job advertised, as well as leadership ability, interpersonal skills and potential for advancement. The SAC/division head will then forward the FD-638 to the Administrator, EDSP, FBIHQ, Room 10143. In order not to influence the field office career board, the SAC will not comment on the FD-638s for vacancies WITHIN HIS/HER DIVISION. FBIHQ division heads will review statements made by the candidate on the FD-638 and comment on the candidate's qualifications as listed in the posting, but will NOT include a recommendation, i.e., "recommended," "not recommended," or "highly recommended." Once the field office/division career board has met and submitted a recommendation for selection, the SAC/division head will, at that time, make his/her recommendations regarding selection for the vacancy and forward both the field office/division career board and SAC/division head recommendations to the Administrator, EDSP for presentation to the SAMMS Board. The SAC/division head will continue to comment on FD-638s on candidates for vacancies that are NOT within his/her division. If it is known that the candidate is the subject of an administrative inquiry, the division head should notify the SAMMS

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Board of this by attaching a routing slip to the FD-638. Special Agents are to be advised of the substance of the recommendation by their SAC/division head so as to provide realistic expectations and developmental activities where necessary.

(b) Deleted

(c) A candidate who applies for a job vacancy may withdraw his/her name from consideration up to two weeks prior to deliberation by the SAMMS Board. All withdrawals must be submitted to the EDSP in writing. If a candidate wishes to withdraw from a position within two weeks of the scheduled SAMMS Board, the candidate must submit his/her request in writing with his/her division head's acknowledgment and comments. If the candidate withdraws prior to the closing date of a job posting, he/she may request that his/her FD-638 be reinstated. Once a job posting has closed, candidates who have withdrawn will not be permitted to reinstate.

(2) Selection Process (See 3-3.)

(a) Once the application deadline is reached, the Administrator, EDSP, will identify all qualified candidates, ensure that SAC/division head recommendations are included for each candidate, and provide this information to the advertising entity. This package will be sent to the chairperson of the career board of the advertising entity within 10 calendar days of the job posting deadline as listed in the JPA. It is essential that FD-638s be submitted on a timely basis, and where necessary, facsimile transmissions will be accepted. Except in exigent circumstances, applications received by the Administrator, EDSP, after 5:30 p.m. Eastern time on the posted deadline will NOT be considered. SACs and division heads should not request FD-638s from any source other than the Administrator, EDSP.

(b) Once the local career board chairperson receives the FD-638s from the Administrator, EDSP, a local career board meeting should be scheduled and conducted as soon as possible. Effective March 31, 2001, if the local career board is unable to evaluate the candidates within 60 days after the job posting announcement deadline, the advertising entity will be directed to re-post the advertisement and obtain a new list of candidates. Upon completion of its evaluation, the local career board will document its review and recommendations as described in Section 3-3.1 and forward pertinent material to the Administrator, EDSP.

(c) Interviews of candidates may be conducted at the discretion of the advertising entity. However, should the division choose to conduct interviews, then all candidates who apply must be interviewed, either in person or by telephone. The interviews may be conducted by the chairperson, his/her designee, or by the entire career board. Interviews must be recorded if conducted by the entire career board. In any case, the same individual(s) should conduct all interviews. Only in unusual circumstances and with the concurrence of the Administrator, EDSP, will Agents be allowed to travel for interviews. Interviews should be structured so as to elicit information not available on the FD-638, i.e., the candidate's oral

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communication skills, decision-making abilities, and leadership potential. It is recognized that this is a partially subjective process and the career board chairperson may confer with the Leadership and Management Science Unit, Quantico, or the Administrator, EDSP, for assistance in structuring interviews.

1. For Legat and Assistant Legat (ALAT) vacancies only, interviews, if conducted, are not required for all candidates. Once a Legat Screening Panel (LSP) has completed its candidate review and deliberations for a Legat/ALAT position and has identified a best-qualified group of candidates, the LSP has the option of conducting interviews of those candidates in the best-qualified group. If interviews are conducted, all candidates in the best-qualified group, including at least the top three candidates, must be interviewed. The interviews must be conducted by the LSP as a group and must be recorded. The candidates will be asked identical questions, and a list of the questions will be set forth in the EC prepared by the LSP regarding the vacancy. The LSP is not required to interview candidates they determine to be obviously not highly qualified.

(d) THE CAREER BOARD'S SELECTION PROCEDURE IS DETERMINED BY THE ADVERTISING ENTITY; HOWEVER, ONCE ESTABLISHED, IT MUST BE APPLIED CONSISTENTLY TO EACH APPLICANT FOR THE ADVERTISED

POSITION. Career boards may obtain information from interviews of the candidates, the candidate's FD-638s, division head comments, and current rating officials (in cases where the current rating official has been so for less than one year, the former rating official may be interviewed). Career boards may also elect to verify achievements contained on FD-638s, i.e., may contact candidate(s) to obtain the name(s) of current and/or prior rating official(s) for the purpose of seeking verification of information contained on the FD-638(s). If the career board elects to verify achievements contained on FD-638(s), it is not required to verify all the achievements of a particular candidate, nor is it required to verify achievements of all the candidates. Contact with the candidate(s) must be limited to obtaining names of verifiers unless the local career board is interviewing all candidates who have applied for the position. Contacts with verifiers should be limited in scope to the verification of the achievement(s). Contact with a candidate's current rating official must also be limited to the verification of the achievement(s) unless the local career board is interviewing the rating officials of all the candidates. If any comments of rating officials other than FD-638 verifications are obtained and considered by the local career board, then similar comments from the rating officials of all candidates must be sought. If comments of the candidate's rating official are in conflict with the documented comments of the division head, the candidate's division must reconcile these differences in a communication to the local advertising entity and the EDSP in the form of an addendum to the division head comments. Career boards will not consider such information received that is in conflict with the division head comments until it is reconciled in this communication. Administrative inquiry/action must NOT be part of the deliberative process in the divisional career boards. These matters will be addressed at the SAMMS Board level.

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(e) Local career boards are required to maintain all documents prepared as a result of their board meetings. In instances where it is determined to be necessary and appropriate to set aside and disregard a particular career board and reconvene another career board, all written documents and audio recordings of the initial career board that were set aside should be retained. Records for any subsequently held career board should reflect the following: that there was a previously held career board; the reason/basis for disregarding the previous career board; and that the original career board records have been sealed and placed in a secure location. There should be no mention made or documented concerning information discussed during or recommendations made by the previous career board.

(f) Field and Headquarters division career board recommendations are presented to the SAMMS Board during regularly scheduled SAMMS Board meetings. The SAMMS Board makes selections for most GS-14 and GS-15 positions and makes recommendations to the Director for ASAC, Legat, Assistant Legat, Inspector-in-Place, Ombudsman and the GS-14 Supervisor of the Director's and Attorney General's Special Detail Group positions. Once final selections are made, this information is transmitted by electronic communication to all FBI divisions, and is entered in JPA where it is maintained for 30 days. (See 3-3.4.)

(g) See MAOP, Part 1, 3-2.10.13, for the selection process for the ASAC position.

**(3) Feedback**

(a) Special Agent candidates may contact the EDSP staff for feedback and counseling with respect to particular positions or their overall competitiveness for management assignments. No information will be provided which may infringe on the privacy rights of any of the other candidates.

(b) Career counseling also occurs at the local level, by the advertising entity SAC, division head or career board, should an inquiry be made. The Agent candidate should be advised as to his/her rating by the local career board and the reasons for the rating. Any deficiencies detected or discussed by the local career board should be raised with the candidate as part of the developmental process. If the candidate is already assigned to the division having the vacancy, he/she should be given appropriate developmental opportunities where necessary.

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### **3-6.5 Stationary/Nonstationary Supervisors - General Policy**

This program was implemented to provide supervisory continuity within a field office.

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(1) Each SAC has the option of designating up to 50 percent (rounded down) of the supervisory personnel in his/her division as stationary supervisors. "Supervisory personnel" in this context means those holding GS-14 squad and resident agency positions, but not the ASAC or SAC positions. The SAC may also designate any fraction of his/her stationary supervisors, or may choose not to exercise the option at all. The SAC should secure the consent of an individual before recommending him/her as a stationary supervisor and is encouraged to consult with the field office career board. The SAC may request approval of the SAMMS Board to designate an additional field supervisory vacancy as stationary if that position would raise the stationary percentage to greater than 50 percent. This request must include sufficient justification that it is in the best interest of the field office to designate the position as stationary. If approval is granted, the increased stationary ratio will be temporary and will revert to no more than 50 percent through attrition.

(2) Once a person is so designated, the stationary status attaches to the INDIVIDUAL for a five-year period, not to the position he/she occupied when designated. Persons designated will remain in place for five years unless, in what is anticipated will be a rare exception, a change is necessary for the best interests of the Bureau or required by the supervisor's inadequate performance. The stationary period begins upon designation and must include time already spent as a field supervisor. Thus, if a supervisor had served on one or more desks for 18 months before appointment as a stationary supervisor, his/her term could be expected to run for an additional 42 months. At the conclusion of the term, the former "stationary supervisor" again becomes available for transfer, but HIS/HER TRANSFER IS NOT AUTOMATIC.

(3) At the end of the five-year stationary period, FBIHQ will request the SAC to determine if the stationary supervisor desires at this time to resume investigative duties or is interested in continuing in the EDSP, thus making himself/herself available for transfer. AGAIN, THE TRANSFER IS NOT AUTOMATIC.

(4) It is important to note, however, that any stationary supervisor having fulfilled the five-year commitment will continue to be charged against the office as a stationary supervisor until such time as he/she is transferred or is removed from supervisory duties. This is done to ensure no field office accrues more than its authorized stationary supervisory quota.

(5) The SAMMS Board reserves the right to transfer stationary supervisors who have not served at FBIHQ, and who have served for five years in a supervisory position in a field office to a management position at FBIHQ. If the supervisor declines to accept a transfer, he/she will be removed from the EDSP and returned to investigative responsibilities. If the field office has a full share of stationary supervisors, and the remainder of nonstationary supervisors have in excess of three to five years in place, the SAMMS Board could deny the SAC authority to replace or remove a stationary supervisor with another stationary supervisor. The SAC could be

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instructed to advertise the vacancy as a nonstationary position to afford qualified, eligible candidates from FBIHQ the opportunity to apply. This would provide the necessary flexibility for healthy interchange of supervisory personnel and is consistent with the original policy established for the stationary supervisor program.

(6) Under unusually exceptional circumstances a stationary supervisor, with the concurrence of the SAC, may remove himself/herself from that status anytime within the five-year "protection" period. Inasmuch as the objective of the stationary supervisory program is to provide for continuity, stability and accountability at the critical field supervision level, such request will be carefully reviewed on a case-by-case basis by the SAMMS Board which has final authority.

(7) During stationary supervisor status, the supervisor is not considered for promotion. A stationary supervisor can apply for position at FBIHQ after he/she has served two years in this capacity and with SAC concurrence.

(8) Nonstationary field supervisors are required to serve a minimum of 18 months before being eligible to apply for a position at FBIHQ, and they are required to serve a full two years as a field supervisor before reporting to FBIHQ.

\*\*EffDte: 05/01/2001 MCRT#: 1095 Div: D3 Cav: SecCls:

### **| 3-6.6 | SAMMS Board Selections - Field Supervisors|**

\*\*EffDte: 05/19/1997 MCRT#: 674 Div: D3 Cav: SecCls:

#### **3-6.6.1 Stationary/Nonstationary Field Supervisor – Selections (See also MAOP, Part 1, 3-2.19.)**

(1) Selections made by the SAMMS Board for stationary supervisory positions will be from the pool of qualified candidates currently assigned to the field office where the vacancy exists. If no candidates in that pool are deemed qualified, the SAMMS Board will make a selection from among the qualified FBIHQ candidates.

(2) Selections made by the SAMMS Board for nonstationary supervisory positions will be from the pool of qualified FBIHQ candidates. If no FBIHQ candidates in that pool are deemed qualified, the SAMMS Board will make a selection from among the qualified candidates currently assigned to the field office where the vacancy exists.

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(3) The SAMMS Board will consider candidates for field supervisory positions who are currently field supervisors or relief supervisors in other field divisions only in instances where there are no qualified candidates from FBIHQ or the division in which the vacancy exists.

(4) To permit the SAMMS Board to satisfy specific and often-changing managerial needs, on rare occasions the SAMMS Board may make a selection from the existing pool of candidates, regardless of the candidates' current assignment.

\*\*EffDte: 04/19/2000 MCRT#: 968 Div: D3 Cav: SecCls:

### **| 3-6.6.2 Promotions of Relief Supervisors to Field Supervisor**

Relief supervisors in one field division can apply for field supervisory positions in other field divisions; however, these promotions will be extremely rare and approved only in the most unique situations.

\*\*EffDte: 05/19/1997 MCRT#: 674 Div: D3 Cav: SecCls:

### **| 3-6.6.3 Lateral Transfer of Permanent Supervisors to Term Supervisory Positions**

Assistant Directors and SACs may laterally transfer permanent GS-14 field or permanent GS-14/GS-15 FBIHQ SSAs into term SSA positions. If the term SSA position is filled by the lateral transfer of a permanent field SSA from within the field office, then the subsequent vacancy will be posted as a temporary vacancy. However, the SAC must submit a written request for approval by the Administrator of the EDSP prior to the transfer. The EDSP, in coordination with Resource Management and Allocation Board, will provide written instructions concerning each approval granted, prior to the lateral transfer becoming effective.

\*\*EffDte: 09/06/2001 MCRT#: 1142 Div: D3 Cav: SecCls:

### **| 3-6.6.4 Lateral Transfer of Field Supervisors to other Field Divisions (Formerly 3-6.9 and 3-6.6.3)**

FBIHQ SSAs selected after August 4, 1999, for nonstationary field supervisory positions in the New York or Newark

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Offices and who have completed three years' satisfactory service in the position, will be considered FBIHQ candidates when competing for lateral field supervisory positions. Otherwise, field supervisors in one field division can apply for lateral field supervisory positions in another field division; however, these transfers will be extremely rare and approved only in the most unique situations.

\*\*EffDte: 09/06/2001 MCRT#: 1142 Div: D3 Cav: SecCls:

**| 3-6.6.5| Return of Former Field Supervisor to Field Supervisory Assignments (Formerly 3-6.7|and 3-6.6.4)|**

Former field supervisors who are serving at FBIHQ will be allowed to apply for field supervisory positions after they have completed a minimum of 18 months at FBIHQ. (See MAOP, Part 1, 3-2.4 (1)(b).)

\*\*EffDte: 09/06/2001 MCRT#: 1142 Div: D3 Cav: SecCls:

**| 3-6.6.6| Return of Former FBIHQ Supervisors to FBIHQ Supervisory Assignments (Formerly 3-6.8|and 3-6.6.5)|**

Field supervisors with prior FBIHQ experience may apply for lateral transfer back to FBIHQ after serving two years as a field supervisor. This transfer will be in response to FBIHQ needs for talented, experienced supervision and will require concurrence of the respective SACs.

\*\*EffDte: 09/06/2001 MCRT#: 1142 Div: D3 Cav: SecCls:

**| 3-6.7 |Moved to 3-6.6.4|**

\*\*EffDte: 05/19/1997 MCRT#: 674 Div: D3 Cav: SecCls:

**| 3-6.8 |Moved to 3-6.6.5|**

\*\*EffDte: 05/19/1997 MCRT#: 674 Div: D3 Cav: SecCls:

**| 3-6.9 |Moved to 3-6.6.3|**

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### **3-6.10 Return of FBIHQ Supervisors Having Less Than Three Years' Investigative Experience to Field Office Investigative Duties**

A procedure has been established whereby Agents having less than three years' (investigative) experience can submit a request to be reassigned from FBIHQ to the field as an investigator and a relief supervisor. This allows the Agent to become sufficiently experienced in an investigative capacity to become more competitive for promotion to a field supervisory position. The request should be submitted to the Personnel Division, Attention: Transfer Unit, with a copy to the Administrator EDSP. The Agent must agree, in writing, to a voluntary reduction to a grade GS-13 if necessary. Such requests would have to receive the necessary approval from the Assistant Director to be released for an assignment in the field prior to the request coming to the Administrator, EDSP, and the Personnel Division. The requests should include the individual's listing of three major field offices and/or preferred geographical area should the needs of the FBI require them to be transferred.

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### **| 3-6.11 ASAC and SAC Rotation|(See also MAOP, Part 1, 3-11.10.)|**

In order to prepare for potential turnover in the executive ranks and to address stagnation at these levels, ASACs and SACs due for rotation are reviewed on an annual basis. The Annual Succession Planning Conference first identifies these individuals and recommends their rotation for either lateral assignments to other field divisions, lateral assignments to FBIHQ, or promotional assignments to FBIHQ or other field divisions. These recommendations which are nonspecific as to exact location, are then reviewed by a joint board consisting of the membership of the SAMMS and SES Boards. The recommendations of this board are then submitted to the Director for his information and approval. Thereafter, the names are submitted to the SAMMS and SES Boards for their consideration as openings occur.

#### **(1) ASAC Rotation**

ASACs who have served in the same position for five years or more are reviewed for possible rotation by the Succession Planning Conference on an annual basis. ASACs identified for rotation will be contacted by the Deputy Director or his/her designee regarding the basis for reassignment. The affected ASAC will have 14 days to respond in writing to the Deputy Director setting out any facts and circumstances supportive of reconsideration by the Deputy Director. If the decision to reassign the ASAC stands, the ASAC will be advised by the Deputy Director or his/her designee of that decision and that

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ASAC should exercise due diligence in reviewing the Job Posting Application (JPA) and apply for vacancies for which the ASAC believes he/she is competitive. If after 90 days the affected ASAC does not successfully compete for another assignment, the Deputy Director, with the assistance of the Executive Development and Selection Program, will identify an appropriate assignment for direct placement. Nothing in this policy would preclude the affected ASAC from requesting other appropriate reassignment which is in the best interest of the candidate, the Bureau, and is not in violation of law and/or policy prior to direct placement.

(2) SAC Rotation

SACs will generally be kept in their offices of assignment for a minimum of three years and an average of five years before being considered for rotation into other assignments. Thereafter, on a case-by-case basis, an SAC could remain in place for five to seven years. At seven years, barring any strong reasons to the contrary, the SAC should expect to be rotated out of the division. This policy does not condone poor or marginal performance. Therefore, any time the Board identifies an SAC whose performance has fallen to a level which it considers detrimental to the continued success of the office and the FBI, the Board will recommend to the Director that swift action be taken to remove that manager to a position of lesser responsibility, regardless of his/her tenure in that office.

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**| 3-6.12 | Deleted |**

\*\*EffDte: 02/24/1995 MCRT#: 372 Div: D3 Cav: SecCls:

**3-6.13 Hardship Transfer Policy for Special Agents in the EDSP**

(1) The SAMMS Board, with the approval of the Director, has established a hardship transfer policy for supervisory personnel. Henceforth, hardship requests will be sent by the SAMMS Board to Personnel Division for review by the same system that presently reviews hardship transfer requests before the grade 14 level. The Personnel Division, after determining if the individual is eligible for hardship consideration, based on standards applied to all other such requests, will furnish this information back to the SAMMS Board.

(2) If the Personnel Division advises that the situation qualifies for a hardship transfer, and an appropriate opening within the EDSP exists, it will then be necessary for that position to be advertised just as any such opening is required to be advertised. Thereafter, the SAMMS Board will review the candidate with the hardship along with the other candidates and make the final determination.

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(3) It is possible to envision a situation where the Personnel Division decides a hardship exists but the SAMMS Board cannot identify a transfer to alleviate it. It will then be necessary for the EDSP participant to decide if he/she wants to remove himself/herself from the EDSP in order to accomplish the transfer to the desired location.

| (4) See Section 3-2.1|(12)|for policy with respect to relief supervisors under hardship transfer.

\*\*EffDte: 10/18/1995 MCRT#: 463 Div: D3 Cav: SecCls:

**| 3-7 REMOVAL FROM|EDSP|**

\*\*EffDte: 12/12/1991 MCRT#: 0 Div: D3 Cav: SecCls:

**3-7.1 General (See MAOP, Part 1, 3-6.1, 3-6.2 and 11-7.)**

(1) All Supervisory Special Agents (SSAs) who request removal in writing from the EDSP will be afforded a PRL transfer only if that Agent is eligible for a PRL transfer, is number one on the PRL for the desired office, has not received a cost transfer within the past year, and a staffing need exists.

(2) An SSA assigned to FBIHQ who requests removal in writing from the EDSP and does not qualify for a PRL transfer as set forth in (1) above, will be reverted to a GS-13 and transferred, at no cost to the government, to Washington Field Office or Baltimore (unless staffing needs dictate otherwise) and, thereafter, be afforded the same PRL considerations as any other Agent.

(3) An SSA assigned to a field division who requests removal in writing from the EDSP and does not qualify for a PRL transfer as set forth in (1) above, will remain assigned, in an investigative capacity, in that same division with the same PRL eligibility as any other Agent and revert to a GS-13.

(4) Under exceptional circumstances and where critical operational/administrative needs dictate, an SSA assigned to FBIHQ who requests removal in writing from the EDSP but does not stand number one on the PRL for the desired office, or that office does not have a current staffing need, may request removal from the EDSP and remain in his/her current assignment until attaining number one standing on the PRL and a staffing need exists in the respective office; otherwise, he/she will be transferred in accordance with (2) above. This is contingent upon the approval of the division head and concurrence of the Special Agent Mid-Level Management Selection Board. The Agent will not be considered for further administrative advancement and will not be allowed to apply for positions in the EDSP while awaiting

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movement into the desired office.

(5) Requests by SSAs for removal from the EDSP should be forwarded through the employee's SAC or division head to the Administrator, EDSP, with a copy to the Transfer Unit. The request must contain the statement that the SSA is willing to accept a reduction in grade in connection with the request, if appropriate. An SSA requesting removal from the EDSP resulting from the directed transfer of his/her Bureau-employed spouse must also be willing to accept a reduction in grade, however, may remain in the EDSP as a relief supervisor.

(6) An Agent may remove himself/herself from the EDSP at any stage of career development. Removal from the EDSP makes an individual ineligible to apply for any vacancy until he/she reenters the Program. Agents who voluntarily remove themselves from the EDSP are permitted to request reentry into the program, if they desire to do so, after a period of one year. Reentry into the EDSP as a relief supervisor is based on the selection/recommendation of the field office career board.

(7) When an Agent is transferred by the SAMMS Board and that Agent's SSA spouse must "step down" from the current grade in order to maintain a common household, the spouse may retain relief supervisory status and will not be required to remove himself/herself from the EDSP. If the SSA is a GS-13, he/she need not "step down" in grade, he/she will simply lose the SSA title.

(8) Supervisors who are demoted and removed from supervisory duties as a result of administrative action will be removed from the EDSP and must remain out of the EDSP for one year

before requesting to be reinstated into the program as a relief supervisor. (See 3-6.1 (1).)

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### **| 3-8 HOUSE APPROPRIATIONS COMMITTEE - SURVEYS AND INVESTIGATIONS STAFF (See MAOP, Part I, 11-18.4.4.)**

(1) Many of the programs handled by the House Appropriations Committee - Surveys and Investigations Staff (hereinafter referred to as Staff) have national or worldwide significance and can include such studies as national energy problems, military readiness and deployment and worldwide intelligence activities. The responsibilities inherent in this highly visible, complex and important assignment require individuals who have strong potential to develop executive ability in order to accomplish the desired ends of the committee. Individuals considered for selection must exhibit personal responsibility; have initiative, resourcefulness and versatility; and possess outstanding qualities of logic, perception and organizational and literary ability. Special Agents

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assigned to the Staff will be dealing with persons representing the highest level of Government and, therefore, it is imperative that they be capable of representing the FBI in an outstanding manner.

(2) The Surveys and Investigations Staff is directed by an Executive Staff composed of a permanent Chief, a Director and two Assistant Directors. The Director and two Assistant Directors are selected from the ranks of the FBI and GAO.

(3) As stated in MAOP, Part I, Section 11-18.4.3, Special Agents serving on the House Appropriations Committee, Surveys and Investigations Staff, may be promoted to the temporary position of Team Leader, GS-14. Upon returning to the rolls of the FBI, they will revert to their previous grade level unless they have successfully competed for another FBI management position.

(4) Special Agents assigned to the Staff will not be allowed to compete for FBI management assignments unless they have previously served as relief supervisors.

(5) See MAOP, Part I, Section 11-18.4.2 for House Appropriations Committee staff personnel selection process.

(FOR FURTHER DETAILS CONCERNING SELECTION, ASSIGNMENT, AND PROMOTION WITHIN THE RANKS OF THE HOUSE APPROPRIATIONS COMMITTEE, SEE PART I, 11-18.4, OF THIS MANUAL.)

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**3-8.1 Deleted**

\*\*EffDte: 12/12/1991 MCRT#: 0 Div: D3 Cav: SecCls:

**3-8.2 Deleted**

\*\*EffDte: 12/12/1991 MCRT#: 0 Div: D3 Cav: SecCls:

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**| 3-9 CAREER DEVELOPMENT GRIEVANCE PROCESS (See MAOP, Part 1, |3-2.10.19.)|**

(1) Grievances regarding the selection process utilized by the SAMMS Board should first be discussed with the Administrator of the EDSP. Agents in the EDSP may have access to the documentation regarding career board deliberations which affect them through the Freedom of Information and Privacy Acts.

(2) Individuals who believe that they have not been selected for specific promotions based on discrimination relative to race, color, sex, sexual orientation, national origin, religion, age, disability, or reprisal, should contact their Equal Employment Opportunity Counselor within 45 days of the selection.

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**| 3-10 SAMMS BOARD SELECTION APPEALS COMMITTEE (See MAOP, Part 1, |3-2.10.19.)|**

The Appeals Committee provides a formal process for Special Agents to appeal decisions of the FBI SAMMS Board and the Career Counsel Board (CCB) under the Special Agent Mid-Level Management Selection System (SAMMSS) based on misapplication or perceived misapplication of the published SAMMS Board policies and procedures. The Appeals Committee, when deemed necessary, will provide advice to SAMMS Board as to the effectiveness of established procedures and may recommend policy changes as a result of its review of appeals.

(1) The Appeals Committee is an independent body, under the general supervision of the Executive Assistant Director for Administration, consisting of five voting members: an Assistant Director (AD) who chairs the committee and four Special Agents in Charge (SACs) and/or Deputy Assistant Directors (DADs) and/or Section Chiefs (SCs); and one representative each from the Executive Development and Selection Program (EDSP), the Office of the General Counsel (OGC), and the Administrative Services Division (ASD). The representatives from the EDSP, the OGC, and the ASD are nonvoting members. The EDSP representative provides an authoritative interpretation of current SAMMS Board and SAMMSS policies; the OGC representative provides legal advice; and the ASD representative provides advice and authoritative interpretation of personnel management rules, as well as staff support, to the Committee members. The term of all voting members is one year, which may be extended at the discretion of the Director.

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A meeting of the Committee can be held if a quorum, defined as a minimum of three voting members, is present. The Committee may only convene in the absence of a Chairperson when the current Chairperson appoints an Acting Chairperson in advance of the meeting. The Acting Chairperson must be a current voting member of the Committee.

(2) Inasmuch as promotion is not an employee entitlement, it is the policy of the federal government that agency appeal procedures should not include grievances for nonselection for promotion from a group of properly ranked and qualified candidates. Accordingly, FBI employees may not appeal actions solely based on nonselection; such appeal must be based on a claim of misinterpretation or misapplication of SAMMS Board or SAMMSS policies and/or procedures.

(3) Career development participants having questions/concerns regarding the application of governing SAMMS Board or SAMMSS should contact the EDSP Administrator. While such a contact is not required before formally appealing a selection decision, the Administrator may resolve a particular inquiry or concern. Although informal, this is highly recommended as the first step in the appeals process.

(4) Aggrieved career development participants have the right to file a formal appeal with the Appeals Committee. Such an appeal must be submitted in writing, within 30 calendar days of the posting of the SAMMS Board decision in the On-line Job Posting Application or official notification of the CDE score. All formal appeals and/or correspondence should be directed to the SAMMS Board Appeals Committee Chairperson. Unusual circumstances adversely affecting an Agent's ability to file his/her grievance in a timely manner may be cause for the Appeals Committee to extend the submission period. It is the Agent's responsibility to bring such circumstances to the attention of the Committee as soon as possible.

(5) Agents may be afforded administrative leave up to a maximum of four hours to prepare the written communication, which must include: (1) the title of the position for which application was made; (2) the participant's personal qualifications for the vacancy; (3) the reason for the appeal/the impropriety suspected in the application of the selection procedures; and (4) the requested corrective action or remedy. Any information/document(s) believed pertinent by the Agent should be included with the written communication.

(6) The Appeals Committee will review the specific appeal and the action taken by the SAMMS Board or CCB to determine its compliance with governing procedures. A written communication advising of the Committee's decision on the matter and of any corrective action(s) will be provided to the Agent and the SAMMS Board. Should the employee file any other complaint, including an OPR or EEO complaint or a civil action, based on substantially the same set of operative facts, the Committee will hold the appeal in abeyance pending the resolution of that complaint or civil action, and will advise the employee that no action will be taken by the Appeals Committee until the complaint or civil action is resolved. All

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Appeals Committee correspondence related to an appeal will remain under the strict control of the Appeals Committee and will be purged ten years from the date of the response letter. Appeals Committee written decisions will not be made a part of any Agent's official personnel file.

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### **| |3-11 |SENIOR EXECUTIVE SERVICE (SES)|**

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3 Cav: SecCls:

#### **| |3-11.1 Advertising Policy**

| ALL FBI SES vacancies will be advertised Bureauwide for 14  
| calendar days.|

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#### **| |3-11.2 Application Process**

| (1) Agents

| (a) Interested SES entry-level candidates (for Section  
| Chief, Legal Attache, Special Assistant, Detail Assignment and Term  
| SES positions) and first-time Special Agent in Charge (SAC) candidates  
| will be required to submit a resume applying their accomplishments to  
| the following SES competencies: Management, Leadership, Liaison,  
| Problem Solving and Interpersonal Relations.

| (b) Candidates are to telephonically express their  
| interest to the Administrator, EDSP and fax or mail resume and cover  
| sheet to EDSP. The resume will be two pages long in which the spacing  
| is equally divided between the five SES competencies and is to be  
| prepared using Courier 10 font. The cover sheets are to contain the  
| candidates' signature and date, but not the division heads' signature.

| (c) Recommendation by the candidate's rating official  
| of all internal candidates will be required to demonstrate that the  
| candidate has the skills described in the resume and that the  
| candidate is recommended as an individual who possesses the ability to  
| successfully perform as a leader.

| (d) The candidates will be reviewed and ranked by the  
| advertising entity with recommendations forwarded to the SES Board.

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(e) Candidates currently in the SES ranks must telephonically contact the Administrator, EDSP in order to be considered for vacant SES positions. No resume must be submitted.

(2) Support

(a) The Director maintains the authority and flexibility to appoint support senior executives under the competitive procedures described below or under noncompetitive procedures.

(b) Once a determination has been made to use the competitive process, a support SES position description is placed on record. The Staffing Unit (STAFU) will coordinate with management the opening and closing dates and area of consideration of the announcement. The area of consideration should be sufficient to yield a pool of well-qualified candidates.

(c) The STAFU will advertise SES vacancies for a minimum of 14 calendar days.

(d) Applicants will be directed to submit an application package addressing the Executive Core Qualifications (ECQs) and/or Mandatory Technical Qualifications (MTQs), if applicable. The ECQs are: Leading Change, Leading People, Results Driven, Business Acumen and Building Coalitions/Communication. The application package must include a detailed account of work history and/or other experience qualifying for the position (i.e., resume). There is no established limit on the number of pages a resume may contain as there is for Agent positions.

(e) Applicants will also be directed to submit a copy of their most recent performance appraisal which will suffice as the supervisory recommendation.

(f) The STAFU will review all applications to determine which candidates are minimally qualified for the position. This review will consist of a threshold evaluation of all applications against the ECQs and MTQs, if applicable.

(g) The STAFU will work with management to identify a panel of senior executives (Qualifications Review Board (QRB)) to review minimally qualified candidates against the technical qualifications required by the position.

(h) The STAFU will facilitate the QRB, ensuring proper documentation of ratings.

(i) The applicants deemed "best qualified" will be referred to the appropriate Executive Assistant Director (EAD). The EAD may choose to interview none, some, or all of the best qualified candidates. It is left to his or her discretion.

(j) The top candidates, as determined by the EAD, will then be forwarded to the EDSP for further review by the SES Board.

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(k) The SES Board will forward recommendations of up to three candidates to the Director in accordance with MAOP, Part 1, 3-11.3.

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**3-11.3 SES Board (Formerly 3-3.3)**

(1) The SES Board will consist of the following members:  
Chairperson - Executive Assistant Director (EAD) for Administration;  
Voting Members - EAD for Criminal Investigations, EAD for Law Enforcement Services, EAD for Counterterrorism and Counterintelligence, Assistant Director of Inspection Division, a non-Agent Assistant Director (AD) to be rotated annually, an ADIC/SAC representative to be rotated semiannually, and nonvoting member Equal Employment Opportunity (EEO) Manager.

(2) Executives will make presentations to the SES Board as follows: EAD for Criminal Investigations will present SAC and ADIC positions; EADs will present ADs and office head positions within their branch; and ADs will present SES positions within their division.

(3) The SES Board will review and discuss the presentations and the pool of candidates for each position and provide recommendations to the Director on the top-ranked (limited to three) candidates. (See MAOP, Part 1, 3-11.2.) Recommendations will include the candidates' backgrounds, assignments and abilities, as well as the rationale for the ranking. Prior to forwarding recommendations to the Director, administrative reviews will be conducted regarding the ranked candidates. For entry-level SES positions and Deputy Assistant Director (DAD) positions, FBI record checks for the past three years will be conducted by the FBI Office of Professional Responsibility (OPR), FBI Office of EEO Affairs and the FBI Personnel Security Unit. For the positions of SAC, AD, ADIC, EAD, and Deputy Director, record checks consisting of the entire length of the candidate's FBI career will be conducted by the above FBI entities as well as record checks completed by Department of Justice (DOJ) OPR, DOJ EEO and the DOJ Office of Inspector General.

(4) The Director may choose to conduct interviews prior to the selection of a candidate.

(5) The Director has final selection authority over all SES positions except for "key executives" including: Deputy Director, EADs, ADs, ADICs, General Counsel and SES executives who report directly to the Director. For these positions, the Director will recommend selectees, but final approval by either the Attorney General (AG) or the Deputy AG is required. SACs are selected by the Director; however, a 24-hour notification to the AG is required before the selection is finalized.

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### 3-11.4 Inspectors-in-Place (Formerly 3-2.11)

| (1) Recommendations for this position are made by the SAMMS Board and provided to the Director for approval. The candidates are selected from ASAC, Deputy Assistant Director, Section Chief, and Unit Chief positions based on recommendations made by the Agent's respective division head. ASACs must have successfully completed one year in the ASAC assignment before being considered for Inspector-in-Place position. ASACs who receive lateral transfers either to another ASAC position or to FBIHQ are required to successfully complete one year in that new assignment before being considered for Inspector-in-Place. If an ASAC has been identified for a lateral transfer, he/she cannot be considered for Inspector-in-Place until that transfer has occurred and the one year's successful service has been completed. After completion of this one-year period in either situation, the ASAC/Section Chief/Unit Chief may be recommended by his/her SAC or Assistant Director for Inspector-in-Place. A current Meets Expectations performance appraisal is required. Under normal circumstances, an Inspector-in-Place will not be called upon more than once each quarter.

| (2) An ASAC determined to be less than Effective and Efficient (E&E) will not be considered by the SAMMS Board for designation as an Inspector-in-Place for one year from the last day of the inspection in which ASAC was found less than E&E. This will allow the ASAC sufficient time to resolve the identified deficiencies adequately. The division head must submit documentation showing the ASAC has overcome the identified deficiencies prior to the individual being considered for Inspector-in-Place designation. Furthermore, Inspectors-in-Place identified as less than E&E by inspection will not be allowed to participate, for credit, in on-site inspections, shooting incident investigations, or Office of Professional Responsibility (OPR) inquiries for one year from the date of the last day of the inspection in which they were found less than E&E. In order to become eligible following the one-year period, the division head must provide documentation to INSD showing the ASAC has overcome the identified deficiencies.

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### | 3-11.5 Inspector |(Formerly 3-2.12)|

(1) Recommendations to fill Inspector vacancies on the Inspection Staff will be made by the Senior Executive Service Career Board to the Director for approval. Candidates for this position will come from the following levels:

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(a) ASACs

(b) Section Chiefs

(2) Those candidates selected to serve as Inspectors have the option of transferring to FBIHQ or being placed in a temporary duty status for duration of assignment. The length of assignment as a full Inspector is contingent upon the needs of the Bureau but will usually not exceed 24 months.

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**| |3-11.6| Section Chief |(Formerly 3-2.13)|**

The Senior Executive Service (SES) Board will recommend to the Director for approval qualified candidates from the structured career management path from either Inspectors on the Inspection Staff or qualified ASACs for vacancies as Section Chief at FBIHQ. Any exceptions must be documented by the SES Board and based on the need for a specific skill or experience.

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**| |3-11.7| Associate Special Agent in Charge |(Formerly 3-2.14)|**

The Senior Executive Service (SES) Board will recommend to the Director for approval qualified candidates from the structured career management path from either qualified ASACs, Inspectors on the Inspection Staff, Section Chiefs who have served as ASAC or ASACs who are Inspectors-in-Place for vacancies as Associate Special Agents in Charge. Any exceptions must be documented by the SES Board and based on the need for a specific skill or experience.

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**| |3-11.8| Special Agent in Charge (SAC) (Formerly 3-2.14|and 3-2.15)|**

Full Inspectors serving on the Inspection Staff, Associate SACs, or Section Chiefs who have served as ASAC or ASACs who are Inspectors-in-Place will be the primary candidates for SAC vacancies.

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**| [3-11.9] Exceptions to Method of Progression (Formerly [3-2.15 and 3-2.16])**

Any exceptions to the method of progression to the positions of Inspector, Section Chief, or SAC must be fully justified and documented in the FBIHQ Senior Executive Service Career Board recommendations to the Director.

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**| [3-11.10 SAC Rotation (See also MAOP, Part 1, 3-6.11.)**

(1) In order to prepare for potential turnover in the executive ranks and to address stagnation at these levels, SACS due for rotation are reviewed on an annual basis in order to make recommendations to the Director concerning their rotation. The Annual Succession Planning Conference first identifies these individuals and recommends their rotation for either lateral assignments to other field divisions, lateral assignments to FBIHQ, or promotional assignments to FBIHQ or other field divisions. These recommendations which are nonspecific as to exact location, are then reviewed by a joint board consisting of the membership of the SAMMS and SES Boards. The recommendations of this board are then submitted to the Director for his information and approval. Thereafter, the names are submitted to the SES for their consideration as openings occur.

(2) SACs will generally be kept in their offices of assignment for a minimum of three years and an average of five years before being considered for rotation into other assignments. Thereafter, on a case-by-case basis, an SAC could remain in place for five to seven years. At seven years, barring any strong reasons to the contrary, the SAC should expect to be rotated out of the Division. This policy does not condone poor or marginal performance. Therefore, any time the Board identifies an SAC whose performance has fallen to a level which it considers detrimental to the continued success of the office and the FBI, the Board will recommend to the Director that swift action be taken to remove that manager to a position of lesser responsibility, regardless of his/her tenure in that office.

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**| [3-12] REQUIREMENTS FOR CAREER PATH POSITIONS [(Formerly 3-11)]**

(1) Relief Supervisor (See MAOP, Part 1, 3-2.1(4).)

(a) Two years' investigative experience

(b) Field office career board approval

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- (c) Current Meets Expectations performance appraisal
- (d) Deleted
- (2) Field Supervisor (See also MAOP, Part 1, 3-2.5.)
  - (a) Three years' investigative experience
  - (b) One year relief supervisor experience
  - (c) Selection by SAMMS Board
  - (d) Current Meets Expectations performance appraisal
  - (e) Must be current EDSP participant
- (3) HQ Supervisor (See also MAOP, Part 1, 3-2.4.)
  - (a) Three years' field investigative experience
  - (b) One year relief supervisor experience
  - (c) Selection by SAMMS Board
  - (d) Current Meets Expectations performance appraisal
  - (e) For Laboratory Division, relief supervisory experience is strongly preferred but not required
  - (f) Must be current EDSP participant
- (4) GS-15 HQ Positions (See MAOP, Part 1, 3-2.8.)
  - (a) Two years' experience as a field supervisor or one year as an FBIHQ supervisor
  - (b) Current Meets Expectations performance appraisal
  - (c) Must be current EDSP participant
- (5) ASAC (See also MAOP, Part 1, 3-2.10.)
  - (a) Two years' field supervisor experience
  - (b) Two years' FBIHQ supervisor experience
  - (c) Certification by Inspection Division
  - (d) Must be current EDSP participant
  - (e) Current Meets Expectations performance appraisal
  - (f) Attendance at EDI I
  - (g) Completed career development evaluation

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(6) SAC, DAD, ASSOCIATE SAC, SECTION CHIEF

(a) Proven performance at mid-level management

(b) Selection by Senior Executive Service Board

\*\*EffDte: 06/11/2002 MCRT#: 1202 Div: D3

Cav:

SecCls:

\*\*\*\*\* END OF REPORT \*\*\*\*\*

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